

Bylaws and Ground Rules

Revised February 28th, 2010



ANDROSCOGGIN COUNTY FISH AND GAME ASSOCIATION
476 Perkins Ridge Road
Auburn, ME 04210

CONSERVATION PLEDGE

I give my Pledge as an American to save
and faithfully to defend from waste the
natural resources of my country - its soil
and minerals, its forest, water and
wildlife.

INTRODUCTION

The preservation of the fish, game, waters, and forests of Maine has become a more difficult task with the inflow of industries, vacation spots, business, and other forms of Commercialization.

One way of helping to conserve the natural assets of the state is the combining of a group of sportsman to form a representative body. The Androscoggin County Fish and Game Association is one such body. Its aim is the propagation and conservation of wildlife. Our organization will exist to prevent water pollution, and to protect our forests. We will also support environmental legislation.

Article I

Objectives

The objectives of this Association are to promote the propagation and the conservation of fish and game, the prevention of pollution and misuse of the waters of the state, the protection of its forest, the promotion of game management, the encouragement of outdoor recreation, the enactment of legislation to promote the foregoing objectives, and in general, the accomplishment of such other matters and things as are incidental or conducive to the above objectives and in the best interest of hunting and fishing in the State of Maine.

Article II

General Meetings

The Annual meeting of the Association for the election of officers and the transaction of such other business as may legally come before the meeting shall be held in April of each year. In case it shall happen at any time that the election shall not be held on the day herein before designated for the annual meeting, or at a legal adjournment of such a meeting, such election may be held at any subsequent meeting at which a quorum shall be present.

Regular meetings of the Association shall be held each month throughout the year on the date chosen by vote of the members. All regular business of the Association may be conducted at the monthly meetings provided a quorum is present. Documentation of attendance at each regular and special meeting by means of signed attendance roster by all present.

Special meetings may be held anytime at the call of the President or upon application of any three members addressed to the President stating the business to be transacted. The Secretary shall give notice of special meetings to all members not less than three days prior to the dates of such meeting.

Article III

Order of Business

At all meetings of the Association the order of business shall be:

1. Call of meeting to order
2. New Members
3. Reading of the minutes of the previous meeting
4. Reading of the Treasurer's Report
5. Reading of all correspondence
6. Report of the Committee Chairmen
7. Old Business
8. New Business
9. Meeting adjourned

Article IV

Quorum

Fifteen members shall constitute a valid quorum for the transaction of any business in any meeting of the Association.

Article V

Voting

At a general meeting each member present shall be entitled to vote. The majority of the members present and voting in any meeting at which a quorum is present shall be necessary and sufficient to carry on any proposition properly presented before the meeting, unless otherwise herein provided.

Any expenditure in excess of \$750 (2008) shall require the proposal to be voted on and passed at two consecutive regular meetings for final approval. The only exception to this: Should a major repair be required unexpectedly which endangers the club property or the buildings, if not completed, then shall at least three members of the Board of Directors authorize the Treasurer to spend what is required, and a report shall be made at the next regular meeting.

New members may not vote on motions until the next meeting once being accepted into the Association.

Article VI

Nominations

At a regular monthly meeting of the Association, held not later than two meetings prior to the annual meeting, a Nominating Committee shall be selected consisting of five named from the floor. At the next monthly meeting held preceding the annual meeting, it shall be the duty of the Nominating Committee to present the names of not more than two nominees for each elective office. Additional nominations may be made from the floor at this meeting, but in no event, shall there be a total of more than three candidates for each elective office. All nominees for office must have been members in good standing for two membership years.

Article VII

Officers:

The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

A Board of Directors comprised of the Association's regularly elected officers plus the three members at-large, elected from the general membership at the annual meeting.

Any additional temporary officers may be added or subtracted as the Association members deem necessary by vote in any general meeting.

Article VIII

Impeachment

Should an officer be guilty of gross misconduct in or outside the Association, that would bring dishonor to the Association, then, said officer shall be suspended by the Board of Directors until the matter can be decided by the general membership at a meeting. A two-thirds vote in any regular or special meeting where quorum is present is necessary to remove a member from office or revoke one's membership.

Article IX

President

The President, when present, shall preside at all meetings of the Association and of the Board of Directors; shall appoint all standing special committees and shall perform such other duties as are customarily performed by a President.

Article X

Vice - President

The Vice - President shall assist the President in the discharge of his duties and in the absence of the President, shall preside at any meeting of the Association or the Board of Directors, and shall assume the office of President should the Presidency be vacated.

Article XI

Secretary

It shall be the duty of the Secretary to keep a record of all meetings of the Association, to keep a roll of all members, to notify the members of all special meetings, and to perform such duties as customarily performed by a Secretary. The Secretary's duties shall include collection and recording of all membership and deliveries of all membership monies to the Treasurer. The Secretary shall hold the legal title of Clerk of the Corporation.

Article XII

Treasurer

It shall be the duty of the Treasurer to collect the dues of all members and receive all other monies due the Association, to deposit said monies in the bank, to disburse the same under the direction of the Association. The Treasurer shall be responsible for all savings, checking, and other accounts and shall, at each annual meeting submit a complete written statement of his accounts for the past year. He shall be bonded at the expense of the Association for the faithful discharge of his duties.

Article XIII

Board of Directors

The duties of the Board of Directors shall approve the use of the Association name as (Sanctioning Body).

The Board shall approve all contracts and obligations made by the officers of committees, before such obligations shall be binding upon the Association unless voted on by the general membership, and in general shall have the active management over all affairs and business of the Association.

It will be the duty of the Board to suspend wrongdoers until a meeting on the matter can be called. The Board shall approve expenditures of the Association of less than \$500. Only in the event of emergencies shall they be empowered to authorize greater expenditures as stated in Article V.

The Board shall hold at least one meeting each month prior to the general monthly meeting of the Association. The President may call a meeting of the Board whenever he deems necessary and shall notify all members of the Board of all meetings, at least three days in advance. All Board meetings shall be opened by a roll call. If a board member is absent without a valid excuse from three consecutive regular meetings, he shall be dropped from the Board.

Four members of the Board shall constitute a quorum.

A report to the membership at the next meeting shall be made on all actions taken by the Board.

All actions of this Board shall be held valid unless voted down by a two-thirds vote of the general membership at two consecutive monthly meetings.

Article XIV

Vacancies

Vacancies from any cause occurring in any elected office may be filled by appointment by the Board of Directors for the balance of the term. The President shall fill vacancies on committees by appointment.

Article XV

Membership

Any person seeking membership may do so by sponsor or by approaching an officer during open shoots for the purpose of introduction and to attain information about the club. All perspective new members must attend a general meeting and be presented or be represented by an Association member.

Any person who has been proposed by a member of the Association in good standing, with a quorum present, will be eligible for membership into the Association. Upon approval by a vote of the membership at any general or special meeting and completion of all of the following perspective new members will be accepted into the Association.

- payment of membership dues set by the Board of Directors.
- assignment of a membership card by the Secretary
- orientation of facilities and safety procedures (by an assigned range safety officer)

Provisional Membership

Individuals seeking membership during months in which there are no regularly scheduled meetings of the Association or the quorum requirement is not met may request a Provisional membership. The name of the Provisional Member can be accepted by any of the Board of Directors. Upon receiving that name the Board member will contact 2 (two) additional Boards Members for approval. Once approved the Provisional Member must complete the following.

- payment of membership dues set by Board of Directors.
- assignment of a membership card by the Secretary
- orientation of facilities and safety procedures (by an assigned range safety officer)

Provisional Member's name will be voted upon by the general membership at the next regularly scheduled meeting of the Association.

All members must be members of the National Rifle Association.

All members will be required to prominently display membership identification such that it is visible to any and all other members while on the Association premises.

Gate keys or combinations will be assigned upon completion of requirements of membership into the Association.

Under no circumstance will new memberships be accepted other than by the guidelines set forth in "Membership" and "Provisional Membership".

It is the recommendation of the Association that all members attend a minimum of 2 (two) regularly scheduled or special meetings of the Association during each year.

Article XVI

Dues

The annual dues shall be set by the Board of Directors by the November meeting of the Association for the subsequent year. Dues are payable in advance at the time of joining the Association and thereafter on or before the annual meeting held on the last Wednesday in April each Year, provided however, that when any member shall join the Association three months prior to the annual meeting, his dues payment shall cover his membership fee from such date of joining until April 1st of the Next calendar year.

Article XVII

Junior Membership

A junior member shall be anyone between the age of 10 and 17 years of age who has been properly proposed by a member in good standing, and shall be entitled to full use of the Association facilities, with

adult member supervision, but shall not have voting privileges or shall not be loaned keys.

The dues of the Junior Member shall be set at the same time as the general membership dues.

Article XVIII

Standing Committee

The President shall appoint all Standing Committee Chairmen at the time he appoints the committees. The Chairmen of all standing committees shall give an oral report on their committee's activities during the year at the annual meeting. Also, the Committee Chairmen will give an oral report at each monthly meeting.

Article XIX

Amendments and Alterations

These By-Laws may be enlarged, altered, or amended by the following method: The proposed amendment or alteration shall be presented at any general meeting or special meeting of the Association and no action shall be taken thereon until the next general meeting at which time, the proposed amendment or alteration shall be read to the body and then voted upon. If a quorum is present, a two-thirds vote of the members present is needed to pass the proposal.

Such alteration or amendment to the By-Laws shall become effective at the meeting when the vote is taken and carried.

Article XX

Guests

The number of guests allowed per member at one time will be limited to TWO Guests. Each guest will not be allowed more than 3 visits in any given year, other than scheduled events before joining ACF&GA. The ACF&GA Membership year is April to March. Only 1 person can handle a firearm or shoot at a time. The others will observe from a safe distance. All will wear eye and ear protection. The guests must be under direct supervision of the club member host.

Each guest on every visit will read and sign a release indemnity agreement before handling firearms and going onto the firing line. All Release Indemnity Agreements will be displayed during firing and one copy will be kept on file by the ACF&GA. For scheduled events, the guest will fill out the Release and Indemnity Agreement on a yearly basis.

Article XXI

Auburn Rifle Club

Because of the special arrangements with the Auburn Rifle Club, the Androscoggin Fish and Game Association pledges the continued use of its Facilities as long as the Auburn Rifle Club remains active.

Article XXII

Prevailing Law

If any of these above articles should be found against any City, County, State, or Federal law, then said articles shall be considered null and void.

Appendix I

Guidelines for discussion and debate during a meeting

Any member may ask a question or make a motion from the floor once recognized by the Chair/President. Once a question has been asked or answered each member may speak only once on

the topic or motion.

The Chair/President will end debate once members have spoken on the issue under discussion. If needed, a motion will be called for and voted on. The motion must be moved and seconded.

Any member who tries to speak more than once on a motion or topic under discussion may be declared 'Out of order' by the Chair/President.

Appendix II

Ground Rule for Club Facilities

GROUNDS SECURITY: Grounds are to be closed, except during public events, to all except club members and their immediate families. The gate and clubhouse are to be locked at all times when the facilities are not in use.

PRIVILEGES FOR KEY HOLDERS: Members in good standing and maintenance personnel may also be issued keys as needed. Keys may also be issued to groups or organizations who are assigned the use of the facilities by the Board of Directors.

TRAP HOUSE AND SHOOTING FACILITIES: Use, related expenses, maintenance, safety and supervision of the trap ranges and clubhouse, will fall under the authority of the Board of Directors.

USE OF ALCOHOLIC BEVERAGES/ILLEGAL DRUGS: Prohibited on A.C.F. & G.A. property. The Board of Directors may however, approve the use of alcoholic beverages at special banquets or public events.

Any person under the influence of alcohol/drugs or any person using the facilities in an unsafe manner may be asked to leave the Associations property.

The use of bottles or other glass containers as targets is prohibited.

VIOLATIONS: Violations of rules can mean loss of membership. The extent of the violation will be determined by the Board of Directors or by the general membership.

USE OF TRAILERS OR CAMPERS: Trailers or campers must first receive permission from the Grounds Committee or Board of Directors before parking. It is recommended that Parking fees be established at a general meeting.

TRASH: Members are requested to use trash containers provided by the association.

HUNTING: The Association property is not to be posted during hunting season.

APPENDIX III

ANDROSCOGGIN COUNTY FISH AND GAME ASSOCIATION CLAY BIRD FUND ACCOUNT

An account shall be set up for the purpose of purchasing clay targets for the trap range. Funds for the account shall come from the monies collected from the sale of clay targets on the trap range. These monies may accumulate up to, but shall not exceed \$1200.00 per-year.

If the need to increase the ceiling on the account arises, the need must be submitted at a meeting in the form of a motion and voted upon. To use the monies in the fund, a need for targets must exist or, if a "good deal" comes up and there are enough funds in the account, this should be noted at a meeting. A committee of one or more can then be appointed and authorized to make a purchase. If a "good deal" should arise prior to a monthly meeting, three members of the Board of Directors can authorize the purchase.

The Treasurer will then be directed to issue a check for the purchase. An oral report concerning the

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expenditure will be given at the next general meeting. This account may be dissolved by a vote of the membership.

This proposal was passed at two consecutive monthly meetings.

Approved October 31, 1984

Amended December 17, 2008 (Multiple Revisions)

Amended September 29th, 2009 (Article XX - Guests)

Amended February 28th, 2010 (Article XXI - Auburn Rifle Club)