

Moraine Conservation and Sportsmen's Association

211 Staff Road - Slippery Rock, Pa 16057

By-Laws

Revised: December 1996, 2007, March 2015

Article I: Name

- (A) The name of the organization shall be: Moraine Conservation and Sportsmen's Association.

Article II: Elected / Appointed Officials

Section I: Officers

- (A) The following officers will be appointed to serve the Association: One director from each team associated with Moraine Conservation and Sportsmen's Association and One member other than a team member to be appointed by the membership.
- (B) The following officers will be elected by the membership of Moraine Conservation and Sportsmen's Association: Secretary Treasurer, Recording Secretary and Membership Secretary.

Section II: Elected and Appointed Officers

- (A) All nominees and Appointees for the office must be a senior or life member in good standing.
- (B) A Chairman will be appointed to the Board of Directors by the appointed board members.
- (C) Election and appointments of officers shall be held as follows; the nomination of officers shall be held in November and December. The election and appointments of officers shall be held at the regular meeting of the Association in January of each year.

Section III: Terms of Office

- (A) Recording Secretary, Membership Secretary and Secretary Treasurer will serve a two year term of office.
- (B) Directors of the Board will serve a one year term of office.

Section IV: Duties of Officers

- (A) Chairman of the Board shall conduct all meetings, vote in accordance with Parliamentary Procedures, and work with the Board of Directors to make decisions on issues of emergencies and financial transactions, file a written complaint on members who are to be expelled from the Association, work toward the improvement of the Association and the people it serves.
- (B) Recording Secretary shall record all minutes of each meeting, keep a filing of all Association correspondence and operation materials, answer needed correspondence, and work toward the improvement of the Association and the people it serves.
- (C) Secretary Treasurer shall pay all bills directed to him; maintain a filing system for directed bills, incoming funds and bills paid. File a monthly and annual financial statement to the membership, review and make inactive all treasury files dated seven years or older and work toward the improvement of the Association and the people it serves.
- (D) Membership Secretary shall maintain a filing system for all members in good standing to include as a minimum: name, address, telephone number, year of initial membership, status (charter, junior or senior member) and membership number and email address (if available). A copy of this will be kept at the club hall. Keep a record of all members under expulsion, receive all membership dues and submit these dues to the Secretary Treasurer, will submit a written or oral statement on the current membership totals at each monthly meeting, will send a notice of non-renewal of membership to appropriate members in the first week of February. After election of perspective member(s) the Membership Secretary will notify the member(s) of his/her acceptance or rejection. Upon rejection of a proposed member, monies from said individual will be returned. Membership Secretary will issue a membership card and a copy of the by-laws to each new member. Other membership cards will be issued at the meetings or mailed to the member after dues are received. Shall also work toward the improvement of the Association and the people it serves.
- (E) Directors shall be in charge of all buildings and grounds owned by the Association, maintain maintenance reports and projects on properties. Shall maintain and up-date key listing and dispense all Association keys, oversee all financial transactions of the Association, with said transactions subject to Directors unanimous approval until and unless they are overruled by the membership. All new purchases of Five Hundred Dollars or more must be approved by a vote at a regular monthly meeting. The Directors will solicit a minimum of three bids or price quotes for expenditures of One Thousand Dollars or more. Emergency replacement or repair can be excluded from these requirements.

Section V: Dismissal and Replacement of Officers

- (A) Any officer of the Association who fails to attend four consecutive monthly meetings may be dismissed from office after a majority vote of the Board of Directors.
- (B) Board of Directors will appoint a replacement for the open office and such appointee will officiate that office for the remainder of the term.

Article III: Membership

Section I: Limitations

- (A) Senior memberships (including charter and spouse) will be limited to a maximum of Five Hundred for safety on ranges.
- (B) Exceptions:
 - 1. Junior members shall automatically become senior members on their eighteenth birthday. Their junior dues being good for the rest of the year in which their birthday falls.
 - 2. Caretaker of the Association is appointed by the Board of Directors.

Section II: Memberships Defined

- (A) Senior members will be composed of any citizen of the United States and is eighteen years of age or older who is interested in conservation, sportsmanship or any type of healthy outdoor life. Other senior membership applications (i.e. Green Card Holders); may be submitted and if approved by the BOD, brought to a floor vote for approval the same as regular senior membership applications.
 - 1. Senior members may obtain a key for the facilities with a deposit after maintaining a membership in good standing for a period of one year. This deposit is refundable with return of the key.
- (B) Junior members shall be composed of any citizen of the United States eight to eighteen years of age and shall not hold an elected office. They may vote on all issues except those of secret ballot.
- (C) Free membership(s) shall be granted to the following individuals and they will be given the same rights and privileges as paying members.
 - All charter members of the Association
 - Chairman to any committee associated with fund raising for the Association.
 - Any person whom the membership deems to honor.
- (D) Life members shall be a member in good standing for a period of five years prior to life membership application. Life members shall be limited to sixty two.
- (E) Husband and Wife Life members shall be members in good standing for a period of five years prior to life membership application. Husband and Wife Life memberships will be limited to twenty five.
- (F) Spouse members shall be any person who is married to a senior member in good standing.
 - 1. Spouse members shall have the same privileges as senior members.
- (G) Senior, Spouse and Life Members are permitted one guest per day. Junior members may bring a guest if accompanied by a senior member. No guests are permitted on rifle range during the months of October and November.

Section III: Election of Members

- (A) Prospective members must submit a membership application in person at the monthly meeting on the second Monday of the month and be sponsored by a senior member in good standing of a minimum of one year membership. Voting on new members shall be conducted by open floor voting with two "NO" votes required for rejection.

Section IV: Expulsion of Members

- (A) Any person accused of actions of a defamatory nature in regards to the Association or unsportsmanlike conduct shall be brought up on charges, on a written complaint, by the Board of Directors. If due cause for action is proven the said member shall be expelled from the Association by a two-thirds vote of the membership present.
 - 1. Accused members shall have an opportunity to defend their actions before the members present after reading of the written complaint.
 - 2. Voting shall be by secret ballot without the presence of the accused.
 - 3. The Chairman shall send written notice to the accused member of the results of the vote.

Section V: Dues

- (A) Dues are payable starting October 1st with membership starting upon election of said applicant into membership. The membership year is January 1st to December 31st.
 - 1. Dues must be paid by the first meeting in February. Delinquency in dues after stated time period will result in removal from membership unless written notice is provided to the Membership Secretary stating that dues will be paid later in that same year.
 - a. Any person who shall be removed from membership will reapply as a new member.
 - b. Dues may be paid one year in advance.
- (B) Any member who shall be expelled will not be refunded their dues.
- (C) Dues will be evaluated annually by the Board of Directors and posted at the September meeting for all proposed changes of fees and dues for the upcoming year.
 - 1. Dues may be revised at any time without amending the by-laws of the Association.

Section VI: Meetings

- (A) All meetings of the Association shall be governed by parliamentary procedure as set forth in the latest edition of Roberts Rules of Order, the by-laws and the charter of the Association.

- (B) Regular meetings will be scheduled on the second Monday of each month. Any meeting falling on a holiday can be scheduled the following Monday.
1. Roll call of members will be accomplished by members signing in upon entering the meeting house.
 - a) Sign in sheet used for secret ballot voting: member must have attended three of the previous six meetings for voting eligibility.
- (C) Special meetings shall be scheduled by the Board of Directors of the Association. Voting for special meetings can be directed by the majority of the Board of Directors.

Article IV: Order of Business

1. Call to Order
2. Pledge to the Flag
3. Conservation Pledge
4. Roll Call of Officers
5. Introduction of Members and Guests
6. Reading minutes of past meeting
7. Reports of Officers (Treasurer's Report)
8. Bills and Communications
9. Reports of Committees
10. Reports of Teams
11. Reports of Membership
12. Old Business
13. Election of Officers
14. New Business
15. Good of the Association
16. Adjournment

Article V: Committees

Section I: Organization and Regular Committees

- (A) All committees shall consist of a chairperson and two or more committee members unless otherwise directed by the Chairman of the Board.
- (B) Committees may collect and distribute funds and must keep ledgers of all transactions.
1. Committee ledgers will be audited at the dispersal of the committee or every six months which ever comes first.

Article VI: Sanctioned Teams

Section I: Construction of Teams

- (A) Each team shall have a director appointed to the Board.
- (B) At each monthly meeting a written report of team activities for the past month will be provided. If no member is present to give the report the team director is to ensure that the report is submitted at the monthly meeting. If no report is forthcoming all team activities can be suspended (by order of the Board of Directors) until a report is delivered to the Treasurer. During any months of inactivity of a team no report is required with notification to the Board of Directors.
1. Each team will keep a book in ledger form on all financial dealings. This book will be presented to the Audit Committee in January for audit.

Article VII: Financial Reports

Section I:

- (A) All committees or teams shall be required to submit Moraine's Organizational Monthly Report Sheet at the monthly meetings.
- (B) All net profits gained by a committee or team will be turned in to the Moraine Conservation and Sportsmen's Association.
1. Net profits will be derived after expenses for operations of the committee or team have been removed. All committees or teams may keep a maximum of thirty (30) percent of the net profits for projects.

Article VIII: By-Law Amendments and Revisions

Section I: Proposals

- (A) By-laws committee shall make all proposals for amendments and for revisions to the by-laws.
1. Proposals will be discussed by the membership at a special or monthly meeting before voting to amend or revise the by-laws.
- (B) Amendments and / or revisions of the by-laws require membership notification of the changes not less than two weeks before a regular or special meeting and may be adopted by a two-thirds majority vote at such meeting.

Section II: By-Laws Review

- (A) Amendments and revisions to the ladies auxiliary by-laws shall be reviewed and approved by the By-Laws Committee.
 - 1. Auxiliary by-laws will not be in dispute of the Association by-laws.

Article IX: Property of the Association

Section I: Power of the Corporation

- (A) The Association shall have the power to secure, hold, improve, encumber, sell, convey and dispose of property, both real and personal, in fee simple or otherwise provided that the members have been notified of such action not less than two weeks prior to the vote at a regular or special meeting. Voting will be directed by the Board of Directors.

Section II: Rental of Property

- (A) Rental of Association property will be controlled by the Rental Committee after a rental application is submitted. Rentals and team activities will not be scheduled concurrently if it will cause a safety problem or a conflict of facilities.
- (B) All rentals and team activities will be scheduled through the Rental Committee. The Rental Committee will keep a book on all proposed and real rentals and submit a report at the monthly meeting to the membership.
- (C) Members in good standing for one year may rent the property at a discounted price provided that it is for their own personal need and not for monetary gain.
- (D) All scheduled activities and rentals will be posted on the scheduling calendar in the club hall by the Rental Committee.
- (E) Free use of the club hall or other facilities can be approved by the Board of Directors providing it is for the good of the Association and the community.

Section III: Caretaker

- (A) Caretaker of the Association may be appointed by the Board of Directors and a written agreement between the parties will include the Caretaker's authority, rights and duties. Failure to fulfill the agreement will be cause for removal of Caretaker status and all authority, rights and duties therein.

Article X: Ladies Auxiliary

Section I: Organization

- (A) The Ladies Auxiliary shall be noted as in incorporate under the corporation know as Moraine Conservation and Sportsmen's Association.
- (B) The Ladies Auxiliary shall construct a standard of officers, conduct monthly meetings, maintain a treasury and direct activities for the benefit of the Association and the Auxiliary.

Article XI: Procedure

- (A) Circumstances not covered by the By-Laws of the Association shall be governed by the parliamentary procedures set forth in the latest edition of Roberts Rules of Order.