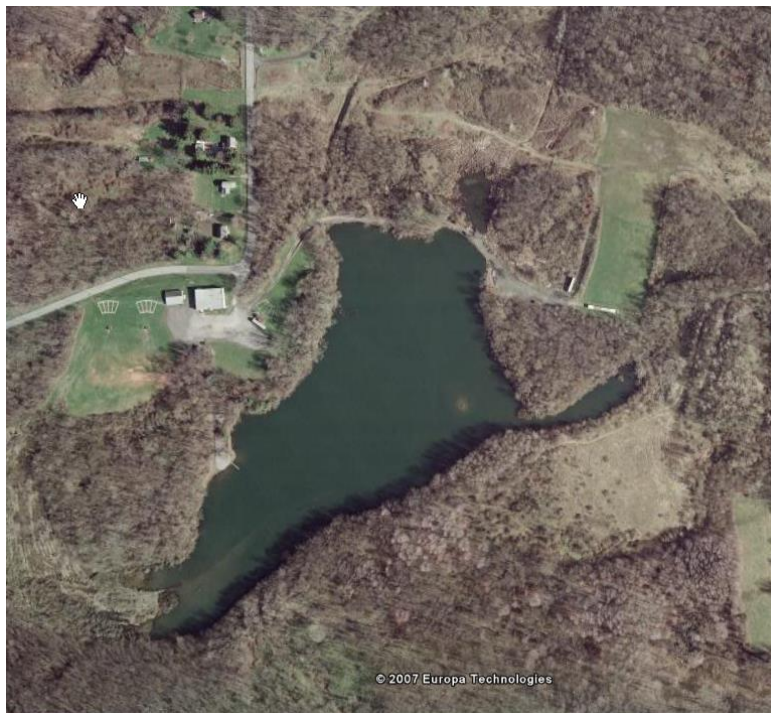


Lowellville Rod and Gun Club

Constitution and Bylaws



Revised and Effective, March 1, 2025

Constitution/Bylaws Revision Committee (2024-25)

Bill Buckler, Committee Chairperson

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Al Booher, Trustee

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Direct your comments, questions and inquiries to Bill Buckler, chair of the Constitution, Bylaws and Rules Committee at 330-261-1281 (cell) or wbuckler@ysu.edu.

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Lowellville Rod and Gun Club



Constitution and Bylaws

Club Membership Oath

I, _____, freely and without mental reservation, in the presence of the members of the Lowellville Rod and Gun Club, Inc., promise and agree to conform to and abide by the constitution and bylaws of the Club, and to the federal and state fish and game laws. I will faithfully further, by every means within my power, the purpose for which the Club is instituted. I promise and agree to assist the Club in all activities and projects. I will bear true allegiance to the Club and should I leave the Club of my own free will, be expelled or suspended, I will never sacrifice its interest in any manner, so help me God.

Club Oath of Office

I, _____, freely and without mental reservation, in the presence of the members of the Lowellville Rod and Gun Club, Inc., promise to fulfill the duties of my office according to the Club's constitution and bylaws, and I will carry on by every means within my power the purpose for which the Club is instituted, so help me God.

Conservation Pledge

I pledge to protect and conserve the natural resources of America. I promise to educate future generations so that they may become caretakers of our water, air, land and wildlife.

* Wherever in the constitution or bylaws the words "he," "his," or "him" is used, they shall be deemed, where appropriate, to mean the comparable feminine or neuter pronoun. Wherever "member" or "membership" is used, it shall be used to mean the Lowellville Rod and Gun Club member or membership. Wherever "Club" is used, it shall represent the Lowellville Rod and Gun Club. Wherever an executive board member title is used, it shall be deemed the officer or committee chairperson of the Lowellville Rod and Gun Club.

Constitution

Article 1

Name

Section 1: This organization shall be known as the **Lowellville Rod and Gun Club, Inc.** The Club shall operate under the State of Ohio statute and IRS code as a non-profit 501(c)4. [Certificate #208533.] The location of the Club is at 6225 Quarry Rd, Lowellville, OH 44436.

Article II

Mission Statement

The purposes of the Club are:

Section 1: To promote the conservation and propagation of all wildlife and the ecological maintenance of their habitat.

Section 2: To bring about a cooperative relationship between sportsmen and landowners and to educate the general public in the sportsmanlike conduct of fishing and hunting.

Section 3: To oblige members of this Club to abide by the federal, state and Club fish and game laws and to assist to the best of their ability in conservation efforts.

Section 4: To procure by gift, purchase or lease, and to own and manage any real estate which may be necessary or advantageous in carrying out the purposes herein set forth.

Section 5: To own, manage and/or maintain land, water, wetlands and target ranges for the promotion and encouragement of fishing, hunting and outdoor recreation.

Section 6: To promote and educate the legal, safe and ethical use of all equipment used in target shooting, hunting, fishing and archery.

Section 7: To provide a safe venue for target shooting and fishing activities.

Section 8: To provide a social outlet for those who support and advocate the purposes for which the Club represents.

Article III Membership

Section 1: Individuals who are in support of the purposes and aims of this Club shall be eligible for membership provided they have attained 18 years of age and are citizens of the United States. As set forth in the Club bylaws, following all membership application and fee criteria, approval by the Executive Board, and administration of the Club membership oath, the applicant shall become a voting member of the Club.

Section 2: The initial membership fees, annual membership dues, work hours, and other obligations and financial assessments shall be governed by the voting members in good standing as prescribed in the Club bylaws.

Section 3: Members of this Club shall be classified as follows:

- A) **Regular members** are individuals between the ages of 18 and 64 years. Regular members are subject to annual dues and are required to perform the assessed work hours as prescribed in the bylaws.
- B) **Senior I members** are individuals 65 to 74 years of age and have paid annual dues for five consecutive years prior to being granted senior I membership. The 65-year age must be reached by December 31st prior to the renewing membership year. Senior I members are subject to annual dues and are required to perform the assessed work hours as prescribed in the bylaws.
- C) **Senior II members** are individuals 75 to 84 years of age and have paid annual dues for five consecutive years prior to being granted senior II membership. The 75-year age must be reached by December 31st prior to the renewing membership year. Senior II members are subject to annual dues and are exempt from work hours but are encouraged to contribute such.
- D) **85 and over members** are individuals who have reached the age of 85 years and over and have paid annual dues for five consecutive years prior to being granted 85 and over status. The 85-year age must be reached by December 31st prior to the renewing membership year. These members are exempt from work hours and annual dues but are encouraged to participate fully in Club activities and contribute work hours and annual dues if able.
- E) **Life members** are exempt from annual dues and work hours but are encouraged to contribute work hours. Life membership status is no longer available, although all current life members maintain this standing.
- F) **Military members** are members who are unable to perform their membership requirements due to active-duty deployment. Upon active service completion, the member has a period of one year to re-establish his Club membership status without repaying the initiation fee and capital investment pledge. No annual dues, work hours or special assessments are required while on active-duty deployment.
- G) **Student members** are those who have been granted Club membership but who are enrolled in a full-time curriculum at an accredited school and who are between the ages

of 18 and 24 years. They are non-voting members and are not required, but are encouraged, to perform work hours. They shall not pay special assessments but are subject to annual dues as prescribed in the bylaws. Student members under 21 years of age must be accompanied by a member of the Club over the age of 21 when shooting a pistol on Club ranges or hunting on Club property using a pistol.

- H) **Spousal members** are spouses, as defined by the State of Ohio and the U.S. Supreme Court, of Club members. To assure coverage of liability insurance when on Club property, a spousal member shall pay annual dues as prescribed in the bylaws. Spousal members are non-voting members, are not required to perform work hours and are not subject to special assessments. They may, however, freely use the Club facilities.
- I) **Honorary members** are individuals who have performed notable service to the Club and have been approved of the honorary standing by the Executive Board. The status of honorary members may be reviewed by the Executive Board. Honorary members are not required to pay annual dues, special assessments or perform work hours, but may be offered the use of Club facilities as prescribed by the Executive Board.

Section 4: Physically challenged and permanently disabled members shall have the same rights and privileges as regular members and shall be subject to the membership dues and assessments pursuant to their means. Their work requirements may be waived upon request and approval by the Executive Board.

Section 5: Any member, because of sickness, disability or undue hardship, may request to have their annual dues, work hours, and/or assessments waived for one year. Such a request shall be in writing to the Executive Board and subject to its approval. The Board may request an interview with the petitioner. An application must be made, and Executive Board approved, on an annual basis.

Section 6: Members in good standing have access to all Club facilities, activities and privileges.

Section 7: Spouses, children, grandchildren and parents of Club members may freely use Club facilities as long as accompanied by the Club member. The Club member is responsible for the conduct of the family members. Abuse of family privileges by a Club member may result in disciplinary review and potential action by the elected officers.

Section 8: A **guest** is defined as a friend of a Club member and is not part of the member's immediate family. A guest must be accompanied on Club property at all times by a Club member and any applicable fees must be rendered. Guests are permitted to use Club ranges and fish the lake but are not permitted to hunt on Club property at any time. The conduct of the guest is the responsibility of the Club member. A former member who left the Club under "not in good standing" status or was expelled or a member under suspension is not permitted as a member guest. Abuse of guest privileges by a Club member may result in disciplinary review and potential action by the elected officers.

Section 9: All regular and senior members are required to perform a minimum number of Club related work hours per year as set by the Executive Board and noted in the Club bylaws. Life and 85 and over members are encouraged, but not required, to perform work hours. Members failing to work their required annual hours shall reimburse the Club at a rate set by the Executive Board and noted in the Club bylaws.

Section 10: All regular and senior members are required to purchase an annual Club event booklet, the coupons of which are redeemable as payment for Club activities; the cost is noted in the bylaws. Life, 85 and over, and spousal members are encouraged, but not required, to purchase such activity booklets.

Section 11: A member who is current in membership dues or is a life member, and not under any sanction or suspension or arrears in a special assessment or previous year's work hours, shall be a member in good standing for the calendar year.

Section 12: Only members in good standing shall be entitled to vote, hold office or serve as committee chairpersons in the Club.

Section 13: Members who have been suspended or because their annual dues, work hours, assessments and/or fines have not been paid are considered "members not in good standing." Members not in good standing sacrifice all Club rights and privileges.

Section 14: The Club shall not discriminate against race, color, gender, nationality, or religion in membership policy but may restrict membership from those with criminal convictions, especially those involving firearms or violent actions. Adherence to this policy shall be addressed annually by the Executive Board.

Section 15: Club membership privileges are not transferable or assignable in any manner.

Section 16: Club functions and activities shall not result in the personal monetary or material gain of any individual Club member or group of members.

Section 17: Club members of all classifications shall complete the Club's gun and safety class prior to using any of the Club's ranges. A signed statement confirming completion of this class by the member shall be on file in the Club office prior to the use of Club ranges.

Section 18: Any member who fails to abide by the Club's constitution, bylaws, policies or rules, as well as all procedures for the safe, proper and responsible use of Club facilities, or is accused of reprehensible conduct, shall be brought before the elected Club officers for disciplinary review and potential action. Such review and action by the elected Club officers may range from a reprimand to membership expulsion, depending on the severity of the infraction(s).

Section 19: Alcohol consumption at Club events shall be limited to responsible amounts, but members are prohibited from using alcohol when engaging in activities that involve firearms,

archery equipment or motorized vehicles. Use of illicit and recreational drugs, including all forms of marijuana, are prohibited on Club grounds.

Section 20: Members shall adhere to all federal, state and local firearm regulations while on Club grounds.

Section 21: A person shall cease to be a member of the Club:

- A) by delivering his resignation (in person, by e-mail or text message) to the Club president or treasurer.
- B) on his death;
- C) on being expelled by the Club officers;
- D) by March 1 if in arrears in payment of annual dues, assessments and/or work hour penalties; or
- E) in case of Club dissolution.

Article IV **Officers**

Section 1: The officers of the Club shall be President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, Sergeant-at-Arms, and three Trustees.

Section 2: Excluding trustees, the term for all elected officers shall be for one calendar year beginning in January. Trustees serve a three-year term, with only one new trustee being elected each calendar year. A trustee in his third year is designated the senior trustee; in the second year, the middle trustee; and in the first year, the junior trustee.

Section 3: All officers shall be elected by majority ballot of voting Club members in good standing at the annual January membership meeting.

Section 4: Election of officers shall follow the procedures set forth in the Club bylaws.

Section 5: In the event that a vacancy occurs in an elected office due to death, disability, resignation or dismissal, the Executive Board shall appoint a replacement for the remainder of the calendar year.

Section 6: Officers are expected to be fully engaged in the affairs of the Club and to meet the responsibilities of their position as described elsewhere in this document.

Section 7: The premiums of any bonds required of the officers or other members of the Executive Board shall be paid by the Club.

Section 8: It is the responsibility of all officers of the Club to keep the Executive Board notified of situations that can positively, negatively and financially affect the Club in any manner.

Section 9: The elected Club officers shall act as the trial board in any disciplinary action related to Club membership activities against any Club member other than an elected officer and the Club vice-president shall preside over such proceedings.

Section 10: Any officer deemed “not in good standing” or is guilty of conduct detrimental to the Club shall be removed from his position by the Executive Board.

Section 11: Officers shall have access to keys to all locks on buildings and grounds.

Section 12: Outgoing officers must return Club property or transfer such property to their successor at or before the end of their term. This includes, but is not restricted to, such items as Club records and documents, all information essential for their duties, keys, passwords, codes, and signature authority.

Section 13: All elected officers shall be in front and facing the membership during all meetings.

Article V **Duties of Officers**

Section 1: The **President** shall:

- A) preside as chair of all Club meetings;
- B) be familiar with the rule of authority of the Club;
- C) announce the current meeting agenda before the membership assembly in the order upon which it is to be acted;
- D) designate all standing, temporary and special committees and appoint their chairpersons;
- E) remove any committee chairperson for cause after consultation with, and approval by the majority of, Club officers;
- F) appoint a nomination committee at the September membership meeting for the next year’s election of officers;
- G) advise, counsel and promote the interest of the Club;
- H) act as chief spokesperson of the Club in all affairs;
- I) facilitate the development of Club policy and procedures;
- J) act as ex-officio member of all committees;
- K) facilitate grant applications to support Club functions; and
- L) perform other duties as required and necessary.

Section 2: The **Vice-President** shall:

- A) assume the duties of the president in his absence or inability to perform such duties, or when called upon by the president;
- B) assist in all Club activities;

- C) coordinate Club planning, budgeting and operational functions;
- D) coordinate security of Club grounds and facilities;
- E) generate Club member identification/key cards with the support of the president or a trustee if unavailable;
- F) preside over disciplinary proceedings of Club members;
- G) annually certify that all firearms and archery equipment under the control of the Archery, CMP, Ladies League, and Youth Group Committees are inventoried and accounted for; and
- H) perform other duties as required and necessary.

Section 3: The **Recording Secretary** shall:

- A) record and maintain minutes of all membership and Executive Board meetings;
- B) include in the minutes and also independent of the minutes, record and maintain all motions presented at Club meetings, by whom the motion was made and seconded, the date of the motion and the outcome of the vote on the motion (yea, nay and abstained);
- C) attend to Club correspondence;
- D) maintain custody of all records and documents of the Club except those required to be kept by the treasurer and financial secretary;
- E) monitor recorded messages on the Club's telephone line and distribute such messages to the appropriate officer or committee chairperson; and
- F) perform other duties as required and necessary.

Section 4: The **Treasurer** shall:

- A) maintain the Club's official membership roster;
- B) receive and keep a record of all funds and deposits to the Club's financial accounts;
- C) keep accurately the accounts of the Club, including a record of all bills received and paid;
- D) pay all Club bills by check or controlled electronic transaction;
- E) pay Club expenditures only upon receipt of dated bills or signed and dated requests explaining the expense;
- F) collect and record all revenue from Club committees and functions;
- G) assure that the Club's federal, state, local and property taxes and insurance and bond premiums are paid and rendered on time;
- H) allow account books to be open at all times for audit review;
- I) give a financial report of receipts, expenditures and total Club balances at each membership and Executive Board meeting; and
- J) coordinate with the officers and chairperson of the Ways and Means Committee in developing the annual budget.

Section 5: The **Financial Secretary** shall:

- A) record and account for member work hours;
- B) in concert with and support of the treasurer, collect annual dues, capital investment pledges and other membership fees and penalties and monies from Club fundraisers;

- C) provide annually to the Executive Board a list of all new members and a list of members who have either been dropped from the Club or who have been suspended or expelled;
- D) post late payment notices to members; and
- E) notify members of membership cancellations.

Section 6: The **Sergeant-at-Arms** shall:

- A) maintain order and decorum at all Club meetings, utilizing the power of the gavel and acting at the pleasure of the president;
- B) keep a record of the membership attendance at all meetings and report such to the recording secretary;
- C) record voting outcomes on all motions and report such to the recording secretary; and
- D) administer the Club oath and conservation pledge to new members.

Section 7: **Trustees** shall:

- A) annually appoint and oversee the audit of the Club's financial books and records maintained by the treasurer and render a written annual report to the Executive Board;
- B) make certain required reports are filed with appropriate agencies in a timely manner;
- C) when needed, request and secure appropriate licenses and permits such as for liquor, food, waste-water and boiler;
- D) in concert with the elected officers and chairperson of the Ways and Means committee, develop short-term and long-term goals for the Club;
- E) actively oversee all Club events and activities; and
- F) assume supervision of designated standing committees as indicated elsewhere in this document.
- G) The senior trustee shall be responsible for overseeing procedures for securing Club facilities and grounds.
- H) The senior trustee is the spokesperson for the group.

Article VI **Executive Board**

Section 1: The Executive Board is composed of all elected officers and the chairperson (or co-chairperson in the chairperson's absence) of all standing committees. The president shall be the chairperson of the Executive Board.

Section 2: The Executive Board shall hold in trust all matters pertaining to finance, capital expenditure, operational activities, and assets belonging to the Club, and the constitution and bylaws of the Club.

Section 3: Only Club members in good standing shall serve on the Executive Board.

Section 4: The Executive Board shall handle all business matters of the Club and report their decisions to the general membership. The Board's decisions are final.

Section 5: The Club president, vice-president and senior trustee shall be authorized signers for agreements and contracts related to Club business matters.

Section 6: The Executive Board shall have the power to approve membership applications.

Section 7: The Executive Board shall be responsible for disseminating pertinent information to the membership on a monthly basis.

Section 8: The Executive Board may implement general Club rules not specifically expressed in the constitution or bylaws that shall be followed by members and need not be ratified by the membership as a whole.

Section 9: Members of the Executive Board shall not be personally liable for monetary damages for any action taken or failure to take action in Club matters other than those related to criminal or unethical activity.

Article VII **Standing Committees**

Section 1: Standing committees of the Lowellville Rod and Gun Club are:

- | | | |
|--------------------------------------|----------------------|-----------------------|
| 1) Archery | 8) Ladies League | 16) Roads and Grounds |
| 2) Building | 9) Membership | 17) Social |
| 3) CMP | 10) Muzzleloader | 18) Trap |
| 4) Constitution,
Bylaws and Rules | 11) Pistol | 19) Turkey |
| 5) Farmer Sportsmen | 12) Public Relations | 20) Ways and Means |
| 6) Fish | 13) Range | 21) Youth Group |
| 7) Grants | 14) Rental | |
| | 15) Rifle | |

Section 2: Standing committee chairpersons shall be appointed by the Club president and may be removed for cause at the discretion of the Club president after consultation with, and approval by the majority of, the elected Club officers. A standing committee chairperson may also be removed by a two-thirds majority vote of the elected Club officers.

Section 3: All standing committees are required to have a chairperson who is responsible and accountable for his respective committee and its responsibilities. The committee chairperson may appoint a co-chairperson.

Section 4: A chairperson, or co-chairperson in his place, of a standing committee shall attend all membership and Executive Board meetings unless his supervisory trustee is notified of his pending absence.

Section 5: Frequent absences of a standing committee chairperson at membership and Executive Board meetings and/or when committee responsibilities are not being met, shall result in an evaluation by the Club officers whether, for the good of the Club, a new chairperson should be appointed. The president, after consultation with and approval by the majority of the elected officers, shall make the decision. However, a standing committee chairperson may also be removed by a two-thirds majority vote of the elected Club officers.

Section 6: A Club officer may call for an evaluation of a standing committee's performance at any time.

Section 7: Temporary committees may be formed by the president with the approval of the Executive Board to support limited-time Club functions and events. They shall be dissolved when the event or function ends.

Section 8: Special interest committees may be formed by the president with the approval of the Executive Board. These committees support and are in sympathy with the purposes and aims of the Club but provide mainly information pertinent to the Club's interest.

Section 9: Standing committees may implement rules related to their responsibilities by which Club members shall follow. Implementation of these rules shall be approved by the Executive Board as are any subsequent changes. These rules are not subject to full membership ratification.

Section 10: Standing committee chairpersons shall present a committee report at each membership and Executive Board meeting. The report shall consist of: status of the committee; recent accomplishments or work performed by the committee; and future plans and ideas for accomplishing/funding tasks. An absentee chairperson shall provide his supervisory trustee with the committee report or shall make arrangements for another committee member to make the report at the Club meeting.

Section 11: Standing committees shall be supervised by the following trustees:

Junior Trustee	Middle Trustee	Senior Trustee
CMP	Archery	Constitution/Bylaws/Rules
Ladies League	Building	Grants
Muzzleloader	Farmer Sportsmen	Membership
Pistol	Fish	Public Relations
Rifle	Rental	Range
Trap	Roads and Grounds	Social
Turkey	Youth Group	Ways and Means

Article VIII

Duties of Standing Committees

The duties of the standing Club committees are as follows:

Section 1: The **Archery Committee** shall:

- A) promote interest, standards, safety and skill in the use of archery for hunting and other recreational uses;
- B) establish rules and regulations governing archery contests and exhibitions supported by the Club; and
- C) annually inventory and certify that Club-owned archery equipment under the committee's control is accounted for and report such to the vice-president.

Section 2: The **Building Committee** shall be responsible for:

- A) the care and maintenance of the Club's hall and restroom facilities;
- B) maintaining the hall tables and chairs; and
- C) hall preparation for rental and other Club events.

Section 3: The **CMP Committee**, known also as the Civilian Marksmanship Program Committee, shall be responsible for:

- A) promoting competitive rifle shooting;
- B) organizing, scheduling, running and maintaining a safe shooting environment for CMP shoots;
- C) cleaning and maintaining firearms under the committee's control; and
- D) annually inventorying and certifying that Club-owned firearms under the committee's control are accounted for and reporting such to the vice-president.

Section 4: The **Constitution, Bylaws and Rules Committee** shall:

- A) maintain and provide interpretation of the Club's constitution, bylaws and rules;
- B) supervise and coordinate an annual review of the constitution, bylaws and rules;
- C) recommend and provide language for any changes in the constitution, bylaws and rules to the Executive Board for consideration and action;
- D) coordinate and coalesce standing committee and Club rules; and
- E) make available these documents to Club members.

Section 5: The **Farmer Sportsmen Committee** shall be responsible for:

- A) coordinating habitat improvement on Club property;
- B) coordinating a game management policy for Club property;
- C) managing and maintaining the Club's pheasant rearing program;
- D) securing and maintaining land for hunting through landowner cooperation; and
- E) administering tree stand regulations on Club property.

Section 6: The **Fish Committee** shall be responsible for:

- A) stocking and caring for the Club's lake;
- B) establishing fishing regulations and use of the lake;
- C) maintaining the lake's docks; and
- D) establishing Club boating and boat storage regulations.

Section 7: The **Grants Committee** shall be responsible for:

- A) identifying sources of potential grant monies;
- B) writing and submitting grant applications in pursuit of monies to support the aims of the Club; and
- C) preparing and submitting after-action/final reports pertaining to awarded grants.

Section 8: The **Ladies League Committee** shall be responsible for:

- A) promoting the participation of women for the development of skills relating to pistol, rifle and shotgun shooting;
- B) organizing, scheduling, running and maintaining a safe shooting environment for ladies league shoots.
- C) cleaning and maintaining firearms under the committee's control; and
- D) annually inventorying and certifying that Club-owned firearms under the committee's control are accounted for and reporting such to the vice-president.

Section 9: The **Membership Committee** shall be responsible for:

- A) providing membership application forms;
- B) assisting applicants through the new membership process;
- C) creating, maintaining and distributing a membership folder for new members;
- D) collecting membership applicant fee and remitting it to the treasurer along with the required copies of the completed application form;
- E) creating and maintaining new member applicant files, copies of which are to be maintained in the Club office; and
- F) maintaining a membership interest and skill roster that includes contact information, members' Club interests, and notable skills upon which the Club may call upon in its operations.

Section 10: The **Muzzleloader Committee** shall be responsible for:

- A) organizing, scheduling, running and maintaining a safe shooting environment for muzzleloader shoots.

Section 11: The **Pistol Committee** shall be responsible for:

- A) organizing, scheduling, running and maintaining a safe shooting environment for pistol shoots.

Section 12: The **Public Relations Committee** shall be responsible for:

- A) promoting the Club and its events through print, audio, video, social and website media;
- B) maintaining the Club's website and online calendar; and

- C) posting, updating and maintaining signage both inside and outside (including that at the corner of U.S. 224 and Quarry Road) the clubhouse for all events.

Section 13: The **Range Committee** shall be responsible for:

- A) overall supervision of the Club's indoor and outdoor ranges;
- B) establishing the Standard Operating Procedures (SOP) pertaining to the ranges; and
- C) in conjunction with the chairpersons of committees using ranges, determining, prioritizing and setting in motion ongoing maintenance, repairs, improvements and operating procedures of such ranges.

Section 14: The **Rental Committee** shall be responsible for:

- A) renting the Club's clubhouse and grounds;
- B) maintaining a record of all rental applications, agreements and financial transactions;
- C) collecting rental monies and transmitting such to the treasurer;
- D) maintaining a rental and single events calendar; and
- E) coordinating with the building committee's chairperson concerning rental events.

Section 15: The **Rifle Committee** shall be responsible for:

- A) organizing, scheduling, running and maintaining a safe shooting environment for rifle shoots.

Section 16: The **Roads and Grounds Committee** shall be responsible for:

- A) maintaining Club roads and grounds;
- B) coordinating the maintenance of roads and grounds machinery;
- C) maintaining the garage in an orderly manner; and
- D) emptying of trash containers on Club property.

Section 17: The **Trap Committee** shall be responsible for:

- A) organizing, scheduling, running and maintaining a safe shooting environment for trap shoots; and
- B) maintaining the trap house in conjunction with the Turkey Committee.

Section 18: The **Turkey Committee** shall be responsible for:

- A) organizing, scheduling, running and maintaining a safe environment for turkey shoots; and
- B) maintaining the trap house in conjunction with the Trap Committee.

Section 19: The **Social Committee** shall be responsible for:

- A) operating and maintaining the kitchen during Club events and activities;
- B) maintaining kitchen equipment and supplies; and
- C) removing trash and cleaning the kitchen following routine Club events.

Section 20: The **Ways and Means Committee** shall be responsible for:

- A) coordinating fundraising activities;

- B) in concert with and support of the Executive Board, planning for and recommending capital improvement expenditures with a plan for raising funds for such capital improvements; and
- C) in concert with the Executive Board, preparing and maintaining the annual Club budget.

Section 21: The **Youth Group Committee** shall be responsible for:

- A) instructing youth participants in the areas of safe firearm handling, archery, hunting, fishing, trapping, conservation and outdoor experiences;
- B) cleaning and maintaining firearms under the committee's control; and
- C) annually inventorying and certifying that Club-owned firearms and archery equipment under the committee's control are accounted for and reporting such to the vice-president.
- D) Participants in the youth group are restricted in age from 10 through 17 years but may be younger with approval of the youth group chairperson.
- E) Youth group participants will complete a hunter safety course during membership.
- F) The Youth group calendar of events runs from September through August.

Article IX

Rule of Authority

Section 1: The primary rule of authority shall be the Club's constitution.

Section 2: The secondary rule of authority shall be the Club's bylaws.

Section 3: The tertiary rule of authority shall be the general and standing committee rules of the Club.

Section 4: Any issues not resolved by the above shall be addressed by the Executive Board in conjunction with the most current edition of *Robert's Rules of Order*.

Article X

Meetings

Section 1: All meetings shall be conducted in accordance with the following agenda.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Conservation Pledge
4. Roll Call of Officers

5. Sick Call
6. Introduction of Guests and Prospective Members; Club Oath to New Members
7. Officer's Report
 - a. President's Report
 - b. Vice-President's Report
 - c. Secretary's Report
 - d. Treasurer's Report
 - e. Financial Secretary's Report
 - f. Trustees' Reports
 - g. Sergeant-at-Arms' Report
8. Special Committees' Reports
9. Temporary Committees' Reports
10. Standing Committees' Reports
11. Unfinished Business
12. New Business
13. For the Good of the Club
14. Closing / Adjournment

Section 2: Reports that are given by members of the Executive Board are to be informative of the functions of their office and shall include any situations that can positively, negatively or financially affect the Club in any way.

Section 3: The Club's regular membership meetings shall be held on the first Wednesday of each month, with the exception of the December meeting which shall be held on the first Wednesday following the opening of the Ohio deer gun season.

Section 4: The Club's Executive Board meetings shall be held on the third Wednesday of each month.

Section 5: Special meetings may be called by the president or a majority of the trustees. Only business noted in the call of the meeting shall be transacted at such meetings.

Section 6: Quorums

- A) **Regular Membership Meetings:** Three elected officers and 20 members constitute a quorum.
- B) **Executive Board Meetings:** Three elected officers and six committee chairpersons or co-chairpersons constitute a quorum.
- C) **Special Meetings:** Three elected officers and any involved chairperson constitute a quorum.

Section 7: At an Executive Board meeting, approval of all motions and resolutions unrelated to constitution and Club dissolution issues shall be determined by a simple majority of those officers and chairpersons (if absent, then the co-chairperson) of standing committees present, excluding the president. Voting shall be by hands unless a secret ballot is requested. In the event of a tie, the Club president shall have the deciding vote.

Section 8: At an Executive Board meeting, approval of all motions and resolutions related to bylaws issues shall be determined by at least a two-thirds majority of those officers and chairpersons (if absent, then the co-chairperson) of standing committees present, excluding the president. Voting shall be by hands unless a secret ballot is requested.

Section 9: Members in good standing shall have the right to speak, ask questions, and enter into debate at Club membership meetings.

Section 10: All Executive Board meetings shall be open to the general membership; however, no person other than an executive board member shall be permitted to speak, discuss or vote on any matter without the president's express permission.

Section 11: When voting on motions, officer elections and constitution or bylaw changes, absentee voting by Club members is not allowed. All voting must be in person by members in good standing. No vote shall occur without a quorum.

Section 12: Voting on motions shall be counted as yea, nay or abstention.

Section 13: A member shall be given one warning when he is deemed disruptive during a Club meeting or event. If a second occurrence of disruptive behavior occurs, the member shall be asked and required to vacate the building.

Section 14: The trap and outdoor rifle and pistol ranges shall be closed during (1) the first week of Ohio deer gun season during daylight hunting hours, (2) the two-day youth deer gun season during daylight hunting hours, (3) the two weekends of youth small game season, (4) the opening weekend of adult small game season and (5) the deer muzzleloader season in January.

Article XI

Fiscal Control and Physical Security

Section 1: The Club's fiscal year shall be the same as the calendar year, from January 1 to December 31.

Section 2: All expenditures from the Club's treasury, except necessary and ongoing operational expenses (utilities, taxes, insurance, etc.), shall be approved by the Executive Board.

Section 3: The president and treasurer, or president and vice president, or president and senior trustee, by joint action, may approve an expenditure from the Club treasury without Executive Board approval when it is reasonably necessary due to an emergency that threatens the integrity of Club facilities and property. The limit of this expenditure is prescribed in the bylaws. A report of the reason for the expenditure shall be given to the Executive Board.

Section 4: All contracts, leases, agreements and other instruments of financial obligations shall be approved in advance by the Executive Board, and thereafter signed and sealed on behalf of the Club by the president, vice president and/or senior trustee.

Section 5: Originals or duplicates of all contracts, leases, agreements and other instruments of financial obligations which have been executed on behalf of the Club shall be maintained in the clubhouse office safe or secure files.

Section 6: No officer or committee chairperson shall expend in excess of a specific amount of Club funds as prescribed in the bylaws during any given month for general or operating expenses, except in an extreme emergency, without the prior approval of the Executive Board.

Section 7: At all membership and Executive Board meetings the treasurer shall report on the financial conditions of the Club, to include the beginning monthly bank balance, monthly deposits/credits, monthly checks/debits, and ending monthly balance. All long-term indebtedness shall also be reported.

Section 8: The trustees shall make or have an audit of the Club's accounts made annually and have the report of such audit submitted to the membership during the first quarter of the following year.

Section 9: The Ways and Means Committee shall be responsible for coordinating fundraising activities, assisting in planning for, and recommending, capital improvement expenditures with a plan for raising funds for such capital improvements to the Executive Board, preparing an annual budget for the Club for Executive Board review and approval, and periodically updating the budget as necessary.

Section 10: When unforeseen situations occur, amendments to the budget expenditures may occur when approved by the Executive Board.

Section 11: Distribution of Club membership rosters containing member financial and personal data other than member contact information and their areas of Club interests and notable skills shall be restricted and available only by the expressed approval of the Club president or treasurer. Under no circumstances shall information on members be distributed to non-Club or outside sources.

Section 12: Elected officers shall be bonded against all Club financial liabilities.

Section 13: The senior trustee shall be responsible for overseeing procedures for securing Club facilities and grounds.

Section 14: Chairpersons of all standing committees shall be responsible for annually inventorying and certifying that Club-owned firearms and archery equipment under their committee's control are accounted for and reporting such to the vice-president.

Section 15: All income generated by/during Club events shall not be for the benefit of any individual Club member but is for the benefit of the Club or the Club's designated purpose.

Section 16: The treasurer and president shall be authorized signatures on the Club's financial accounts. An outgoing treasurer and/or president shall be immediately removed as a signature on the Club's financial accounts and replaced by the newly elected/appointed incoming treasurer and/or president.

Section 17: For liability reasons, the Club's indoor, outdoor, trap and archery ranges shall not be offered for rent or used for training purposes other than under Club sponsorship. With the approval of the Executive Board, an exception may be made for public safety organizations or for events officially sponsored/supported by the Club and which are supervised by a Club member who is an experienced certified range safety officer.

Section 18: For liability reasons, the Club's indoor range may not be utilized during the time of Clubhouse events.

Article XII **Amending the Constitution and Bylaws**

Section 1: The Club's constitution may be amended provided notice thereof be read or provided in print at three (3) consecutive monthly membership meetings prior to a membership vote on the amendment at the third consecutive monthly membership meeting. A quorum must be present at the regular membership meeting when the amendment vote is taken. Ratification of the amendment requires a minimum two-thirds favorable vote of those members present, in "good standing" and voting at the meeting. The Club president shall have the right to vote on constitutional amendments.

Section 2: The Club's bylaws may be amended provided notice thereof be read or provided in print at two (2) consecutive monthly membership meetings prior to a membership vote on the amendment at the second consecutive monthly membership meeting. A quorum must be present at the membership meeting when the amendment vote is taken. Ratification of the amendment requires a simple majority vote of those members present, in "good standing" and

voting at the meeting. In the event of a tie vote on the amendment, the Club president shall have the deciding vote.

Section 3: Any Club member in good standing may submit a proposed amendment to the constitution or bylaws to the chairperson of the Constitution, Bylaws and Rules Committee in writing with a list of reasons for the amendment(s). The chairperson shall then bring the proposed amendment(s) to the Executive Board for discussion and evaluation.

Section 4: Following the evaluation and recommendation by the Executive Board of the proposed amendment to the Club's constitution or bylaws, the amendment shall be presented to the membership for their consideration.

Section 5: At least two weeks prior to the first reading of a proposed constitution or bylaws amendment, notice of such a proposal shall be provided to the members. Printed copies of the proposed amendment(s) shall be posted in the clubhouse throughout the time period under which the amendment(s) is/are being considered.

Section 6: Membership approved constitution and bylaws amendments shall become effective the first day of the month following their adoption unless otherwise stated at the time of adoption.

Section 7: The Constitution, Bylaws and Rules Committee shall maintain and provide interpretation of the Club's constitution and bylaws, supervise and coordinate an annual review of the constitution and bylaws, and recommend and provide language for any changes in the constitution and bylaws to the Executive Board for consideration and action.

Article XIII **Disciplinary Actions**

Section 1: The elected Club officers, by a two-thirds vote of those present, shall have the authority to reprimand, fine, suspend or expel from the Club any member who fails to abide by the Club's constitution, bylaws, policies or rules, as well as all procedures for the safe, proper and responsible use of Club facilities, or is accused of reprehensible conduct. The Club vice-president shall preside over all disciplinary proceedings.

Section 2: Reprehensible conduct shall be considered, but not restricted to:

- A)** violation of federal and Ohio fish and game laws;
- B)** violation of federal, state and local firearm regulations;
- C)** disorderly conduct on Club property or at Club functions, disorderly conduct being defined as someone who engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance;

- D) intentional misuse or damage of Club property (buildings, equipment, tools, ranges, lake, shooting benches, outbuildings, etc.);
- E) criminal activity on Club grounds, such as theft, assault, etc.
- F) violation of range rules or willful violation of gun safety rules;
- G) harassment and/or initiating conflict with other members or officers;
- H) abuse of alcohol or use of illicit or recreational drugs, including all forms of marijuana, on Club property;
- I) disposing of live ammunition anywhere on Club property other than in specifically designated containers for such disposal;
- J) disposing of trash or refuse anywhere on Club property except in properly labeled containers;
- K) failure to follow Club and standing committee rules;
- L) disobedience of federal, state or local laws; and
- M) use of ATV vehicles on Club property other than by the expressed approval of the Executive Board.

Section 3: Upon Club membership suspension or expulsion, the member shall not be entitled to a refund of any portion of his membership fee or capital investment pledge.

Section 4: The Executive Board, by a two-thirds vote of those present, shall have the power to remove from office, or suspend or expel from the Club, any Club officer on receiving evidence of the unfaithful discharge of his duties. This action may include having acted unilaterally on his own or having taken action beyond his job description as defined by the constitution and bylaws without proper approval, or who is found guilty of malfeasance, misfeasance, demonstrates conduct unbecoming to an officer of the Club, or demonstrates conduct injurious to the Club, or has not fulfilled his duties as described in the constitution or bylaws. After due notice of the charge, the said officer shall be given the opportunity to present a defense before the Executive Board.

Section 5: The president shall have the power to remove from office for cause any chairperson of a standing, temporary or special committee following consultation with, and approval by the majority of, the elected Club officers. A chairperson of a standing, temporary or special committee may also be removed from office for cause by a two-thirds majority vote of the elected Club officers.

Section 6: Hunting regulations are established by the Ohio Department of Natural Resources and Club members shall adhere to those rules while hunting on Club property. A member in violation of such regulations on Club property may result in disciplinary actions not only by state authorities but also by the Club. Although the Club may not override state hunting regulations, it may impose additional restrictions on Club property by which members must abide.

Article XIV

Dissolution of the Club

Section 1: The Club shall not be dissolved, merged with any other organization, change its name or otherwise cease to exist unless dire circumstances force such possible action. Any such action shall be evaluated and debated over the course of a six (6) month period by the Executive Board after which time a vote shall be taken on such action with a 75% majority of voting Executive Board members needed for the resolution to be approved and forwarded to the general membership for debate and possible ratification.

Section 2: Once the dissolution, merger, or name change has been approved by the Executive Board, the Board shall notify the Club general membership of such pending action and schedule a general membership meeting whose sole purpose shall be to inform the membership of the circumstances of such possible action and open the floor for debate. The discussion and debate shall continue for two additional consecutive monthly general membership meetings, after which a vote shall be taken at the end of the third membership meeting. The resolution of such action must be approved by two-thirds of the Club members present and in good standing.

Section 3: Upon a ratification to merge with another organization, and after payment of all indebtedness and expenses, the Club's tangible and intangible property shall be assimilated into the newly designated organization.

Section 4: If Club membership approves the dissolution of the Club, the Club officers, with the assistance of the Executive Board, shall represent the Club members during the dissolution proceedings and are empowered to seek guidance from Ohio's Offices of Attorney General and Secretary of State, to retain legal counsel, to draft a Plan of Dissolution and to take any action as is required to assure that the interest of the members are protected and all state and IRS regulations are fully followed.

Section 5: Upon a ratification to dissolve the Club, and after payment of all indebtedness and expenses, the Club's tangible and intangible property shall be distributed to one or more non-profit conservation, charitable, educational, or social organizations selected by the Executive Board whose purposes are similar or congruent to those of the Lowellville Rod and Gun Club.

Section 6: Upon a ratification to dissolve the Club or to merge the Club with another organization, in no situation shall any portion of the net Club assets be paid or distributed to, or benefit, any Club member or related party. However, the Club officers may authorize the payment of reasonable compensation for services rendered by Club members in the dissolution or merging process of the Club.

Section 7: Upon a ratification to dissolve the Club, Club members shall be given preference in the purchase of Club assets through an auction process only open to members in good standing

if such assets are to be liquidated. Such a process must be equitable and not preferential to any individual Club member.

Section 8: Upon Club dissolution, Club-owned firearms, ammunition and archery equipment shall be offered to Club members for purchase through an auction process only open to members in good standing. Such a process must be equitable and not preferential to any individual Club member. Those firearms, ammunitions and archery equipment remaining after Club member purchases shall be offered to legally appropriate non-profit organizations. Those remaining firearms and ammunition not donated and accepted by non-profit organizations shall be destroyed.

Bylaws

Article I

Membership Application & Approval

Section 1: Individuals who are in support of the purposes and aims of this Club shall be eligible for membership provided they have attained 18 years of age and are citizens of the United States.

Section 2: The process for a **new regular membership** shall involve the following steps:

- A) Completion of a written application form provided by a member of the membership committee, payment of a \$20 application fee which is deducted from the applicant's first year membership fee if he joins the Club, and a facsimile of the applicant's driver's license or state- or federal-issued identification card;
- B) Discussion with the applicant about the purposes of the Club, obligations of Club membership, and tour of the Club facilities by a member of the membership committee;
- C) Distribution of a membership booklet to the applicant;
- D) Interview of the applicant by the Executive Board at a Club's business meeting;
- E) Approval by the Executive Board of the applicant's membership by majority affirmation;
- F) Payment by the approved applicant of an initiation fee of \$100 to the Club's treasurer;
- G) Payment by the approved applicant of his first year's annual dues of \$75 minus the \$20 application fee for a total of \$55 to the Club's treasurer;
- H) Payment by the approved applicant of \$50 for a Club event booklet, the coupons of which are redeemable as payment for Club activities;
- I) One-time payment by the approved applicant of a capital investment pledge of \$375 to the Club's treasurer (this may be paid in \$25 minimum monthly payments over the course of the first year with \$25 due at time of initial membership);
- J) Assignment by the treasurer of a membership number to the approved applicant;
- K) Approved applicant's introduction at a membership meeting;
- L) Approved applicant shall swear allegiance to the Club by reciting the Club Membership Oath in front of the members present at a membership meeting;
- M) Distribution of a membership identification/key card to the new member by the chairperson of the membership committee;
- N) The new member shall complete the Club's gun and range safety class prior to using any of the Club's ranges. A signed statement confirming completion of this class by the new member shall be on file in the Club office prior to the use of Club ranges;
- O) At the discretion of the Executive Board, the new member may be assigned to a specific standing committee for the first year; and
- P) New members shall perform the full required annual work hours during their initial year of membership except if they join after September. If they join in October, the required work hours are 10, in November it is 5 and in December no work hours are necessary.

Section 3: The process for a **new spousal membership** shall involve the following steps:

- A) Completion of a written application form by the spouse of an existing Club member, submission of a facsimile of the applicant's driver's license or state- or federal-issued identification card and payment of \$40 for the initial annual spousal membership fee;
- B) Approval of the spousal application by the Executive Board by majority affirmation;
- C) Assignment by the treasurer of a membership number to the approved applicant;
- D) Approved applicant shall swear allegiance to the Club by reciting the Club Membership Oath in front of the members present at a membership meeting;
- E) Distribution of a membership identification/key card to the new spousal member by the chairperson of the membership committee;
- F) The new spousal member shall complete the Club's gun and range safety class prior to using any of the Club's ranges. A signed statement confirming completion of this class by the new member shall be on file in the Club office prior to the use of Club ranges; and
- G) Spousal members are non-voting members, are not required to perform work hours, are not subject to special assessments but are subject to annual dues. They may, however, freely use the Club facilities.

Section 4: The process for a **new student membership** shall involve the following steps:

- A) Completion of a written application form provided by a member of the membership committee, submission of a facsimile of the applicant's driver's license or state- or federal-issued identification card, proof of full-time school enrollment and payment of \$25 for the initial annual student membership fee;
- B) Discussion with the applicant about the purposes of the Club, obligations of Club membership, and tour of the Club facilities by a member of the membership committee;
- C) Distribution of a membership booklet to the applicant;
- D) Interview of the applicant by the Executive Board at a Club's business meeting;
- E) Approval by the Executive Board of the applicant's membership by majority affirmation;
- F) Assignment by the treasurer of a membership number to the approved applicant;
- G) Approved applicant's introduction at a membership meeting;
- H) Approved applicant shall swear allegiance to the Club by reciting the Club Membership Oath in front of the members present at a membership meeting;
- I) Distribution of a membership identification/key card to the new member by the chairperson of the membership committee;
- J) The new member shall complete the Club's gun and range safety class prior to using any of the Club's ranges. A signed statement confirming completion of this class by the new member shall be on file in the Club office prior to the use of Club range; and
- K) Student members are non-voting members and are not required, but are encouraged, to perform work hours. They shall not pay special assessments but are subject to annual dues. They may freely use Club facilities but if under 21 years of age must be accompanied by a member of the Club over the age of 21 when shooting a pistol on Club ranges or hunting on Club property using a pistol.

Section 5: A Club member being militarily deployed may request his status be changed to a military membership by sending a written request for such to the chairperson of the membership committee. Upon completion of his deployment, he may assume his previous Club membership and its obligations with a written request for such to the membership committee chairperson.

Section 6: Previous Club members who voluntarily resigned in good standing may be reinstated as a regular Club member after a completed application, interview and approval by the Executive Board, payment of a reinstatement fee of \$100, payment of the full annual membership dues, purchase of a Club Event Booklet, and reaffirmation of the Club membership oath. Reinstated members are not eligible for any membership status change until they have paid annual dues for five consecutive years.

Section 7: Previous Club members who were involuntarily terminated as not in good standing because of nonpayment of annual dues and/or delinquency in work hours performed or nonpayment of a special assessment may be reinstated as a regular Club member after a completed application, interview and approval by the Executive Board, payment to cover delinquency of previous work hours and/or a special assessment, a reinstatement fee of \$100, payment of the full annual membership dues, purchase of a Club Event Booklet, and reaffirmation of the Club oath. Reinstated members are not eligible for any membership status change until they have paid annual dues for five consecutive years.

Section 8: A previous Club member whose membership was terminated for disciplinary reasons may not apply for reinstatement as a Club member.

Article II

Membership Annual Dues, Work Hours and Assessments

Section 1: Annual dues for Club members are for a calendar year and are:

- A) \$75 for **regular members**;
- B) \$40 for **senior I and senior II members**;
- C) No dues for **85 and older members**, but they are encouraged to donate \$40 to help the financial well-being of the Club;
- D) \$40 for **spousal member**;
- E) No dues for **life members**, but they are encouraged to donate \$40 to help sustain the financial well-being of the Club;
- F) \$25 for **student members**; and
- G) \$20 fee for **Youth Group participant**; no other obligations

Section 2: Annual membership dues and unmet work hours from the previous year must be paid by the first membership meeting of the new calendar year in January. Failure to meet

either of these obligations by March 1st of the new year shall result in the termination of Club membership.

Section 3: Members shall be subject to a late fee of \$25 if they pay their annual dues after the first membership meeting in January but by March 1st.

Section 4: All regular and senior I and II Club members are required to purchase an annual \$50 Club event booklet, the coupons of which are redeemable as payment for Club activities. Life, 85 and older, and spousal members are strongly encouraged to purchase an event booklet.

Section 5: All regular members are required to contribute a minimum of 20 hours of work for the Club's benefit during each calendar year. Senior I members are required to contribute a minimum of 10 work hours annually to benefit the Club. Senior II, life, 85 and over, spousal and student members are exempt from performing work hours, but are strongly encouraged to do so.

Section 6: Work hours may include those associated with committee membership responsibilities, Club events or projects, maintenance on buildings and grounds, or other duties and efforts established by the Executive Board. One work hour is awarded for attendance at each of the Club's monthly membership meetings.

Section 7: It is the member's responsibility to keep track of his work hours and to turn in slips for work hours. A member must fill out a work slip, have it signed by a chairperson or officer, retain the member's portion and deposit the other half in the slot next to the office door.

Section 8: For every work hour not performed under the annual requirement, a member must pay \$20 to the Club treasurer per work hour not undertaken. Club membership in the succeeding year is blocked until this payment is rendered for nonperformance of work hours.

Section 9: Regular, senior I, senior II, and life members may be subject to a special assessment when the Executive Board declares a financial exigency that threatens the well-being and survivability of the Club. All members 85 years and older are exempt from this levy but are encouraged to contribute if able. Failure to abide by this assessment will result in Club membership termination. Financial hardship in meeting this obligation may be appealed to the Executive Board in writing for adjudication.

Article III

Election of Officers

Section 1: The officers of the Club shall be President, Vice-President, Treasurer, Financial Secretary, Recording Secretary, Sergeant-at-Arms, and three Trustees (senior, middle and junior).

Section 2: Excluding trustees, the term for all elected officers shall be for one calendar year. Only one trustee shall be elected each calendar year to serve a three-year term. A calendar year runs from January 1 to December 31.

Section 3: The election process for officers for the succeeding year begins in September when the president appoints a three-person nomination committee and chair to solicit or accept nominations for available officer positions for the coming year.

Section 4: Any member in good standing may nominate themselves or another member in good standing for any available officer position. However, no individual shall be accepted for nomination for potential elected office without first giving his consent to the nominating committee chairperson at a membership meeting in person or in writing.

Section 5: Final nominations for elected officers for the next year shall be made by the December membership meeting at which time candidates for all positions shall be announced.

Section 6: If a member accepts a nomination for an office position but decides to withdraw his nomination prior to the January election, the Executive Board may appoint or accept a replacement nomination.

Section 7: The nomination committee shall prepare printed ballots of candidates for all available elected positions before the January membership meeting.

Section 8: Election of new officers shall take place by secret printed ballot at the January membership meeting. Only members in good standing are eligible to vote.

Section 9: If there is only one nominee for an office, the vote for that office may be by acclamation of the membership in attendance at the January meeting.

Section 10: Tallying of the votes shall be done by the nomination committee with the Sergeant-at-Arms and one non-officer member supervising.

Section 11: The candidate for each elected position who gains the majority vote shall be declared the winner. In case of a tie for any position, a new vote for that position shall be immediately held.

Section 12: Newly elected officers shall be installed immediately following their election by taking the oath of office given by a member of the nomination committee.

Article IV

Fiscal Control and Physical Security

Section 1: In addition to the yearly audit, as circumstances warrant, a complete financial review of all books, records, property, accounts, monies, and other materials pertinent to the office of the Club treasurer shall be performed and documented whenever requested by the Executive Board.

Section 2: Any irregularities or discrepancies that are identified in a financial review of the treasurer's records and accounts shall be investigated, documented, and appropriate action taken in accordance with the Club's constitution and bylaws, as well as the laws of the State of Ohio as may be appropriate and necessary.

Section 3: Officers and standing committee chairpersons are restricted to an expenditure not to exceed \$50 in any given month for use in meeting their Club responsibilities without prior approval by the Executive Board. An exception is made for the Roads and Grounds Committee chairperson for the purchase of up to \$150 for gasoline for Club tractors and mowers. All expenditures must be supported by receipts and submitted to the treasurer for reimbursement.

Section 4: Expenditures by officers and standing committee chairpersons in excess of \$50 shall first secure the approval of the Executive Board.

Section 5: Expenditures without Executive Board approval for declared emergencies that threaten the integrity of Club facilities and property shall not exceed \$1,000. This emergency expenditure shall be a joint decision between the president and vice-president, president and treasurer, or president and the senior trustee. In the absence of the president, the emergency expenditure shall be a joint decision between the vice president and senior trustee or the vice president and treasurer.

Section 6: The treasurer shall be familiar with accounting/bookkeeping procedures, computer operations, spreadsheet editors (preferably Excel) and accounting software packages (preferably QuickBooks).

Article V **Disciplinary Actions**

Section 1: Any Club member may file a complaint in writing with the elected Club officers against any other member of the Club for violation of the Club's constitution, bylaws, and rules, of reprehensive conduct, or of conduct detrimental to the best interest of the Club. The complaint shall include pertinent facts and exhibits.

Section 2: The Club officers shall investigate all filed complaints against Club members and take appropriate action within two months.

Section 3: When the elected Club officers have reason to believe that the complaint has merit, the alleged violating member shall be given notice in writing and an opportunity to present a defense at a specifically-called meeting of the Club officers. Failure to appear at the scheduled meeting or to give satisfactory reason for not appearing, shall result in a disciplinary hearing by the Club officers without the accused member present. Specific disciplinary action against the accused Club member requires a two-thirds majority approval vote by the elected Club officers present.

Section 4: Disciplinary action resulting from the hearing may result in dismissal of the complaint, a written reprimand, a financial penalty, a task beneficial to the Club (such as repair or replacement of damaged property), suspension or expulsion from the Club. The Club officers' disciplinary determination shall be transmitted by letter to the offending member by the Club vice-president via certified mail, return receipt requested.

Section 5: If the violation is of an especially serious nature, the Club officers shall have the power to suspend the accused member prior to his disciplinary hearing, in which case he shall be notified by the Club vice-president in writing via certified mail, return receipt requested.

Section 6: Members suspended or expelled shall have no Club privileges.

Section 7: Expelled Club members may not apply for reinstatement as a member.