

BY-LAWS OF THE LYONS ROD AND GUN CLUB INC.

Article 1: (NAME)

- a. This organization shall be known as the Lyons Rod and Gun Club, Inc.

Article 2: (PURPOSE)

- a. The purpose of this organization shall be the conservation of wildlife and all natural resources.
- b. To help prevent illegal hunting, fishing, trapping, and pollution.
- c. To promote sportsmanship in all areas: and to provide fellowship among all members.
- d. The organization shall erect, maintain, and preserve all buildings, grounds and structures owned by the Corporation.

Article 3: (OFFICERS)

- a. The officers of this organization shall be the Board of Directors consisting of a President, Vice President, Treasurer, Secretary, and seven (7) Trustees.
- b. No officer shall be less than 21 years of age at the time of taking office,
- c. and they must have a minimum of 24 (twenty-four) consecutive months as a member.
- d. Any elected official who returns their keys to the Board of Directors before their elected time is up for any given reason other than medical, or reasons accepted by the board of Directors shall not be eligible to run for an elected position for a minimum of 24 (twenty-four) consecutive months.

~~1. The board reserves the right to appoint another trustee if interested at the next monthly meeting.~~

- [e.] This organization may at any time request a background check, at the expense of the persons in question for any officer for nomination.

Article 4: (DUTIES OF OFFICERS)

a. The President:

1. Presides at all membership meetings.
2. Presents an annual report of the work of the organization at the annual meeting.
3. Will see that all books, reports, and certificates as required by law are properly kept or filed.
4. Shall have all other duties and powers as may be reasonably considered belonging to the chief operating officer of an organization.
5. In the event a board member is unable to hold their position, the president along with another board member, will review the ballots from the previous Election Meeting results.
 - a. The person with the next favorable votes, at that Election Meeting, will be offered to the position.
 - b. If there is not another opponent on the ballot, or that next favorable nominee denies, then the president will announce to have another election for that position at the next general meeting.
6. In the event of a Bar Steward is unable to perform their duties, the president will assume the position until another Bar Steward is appointed.
7. Upon the first meeting of the year, the president will delegate and post the responsibilities of the trustees and appoint any responsibilities throughout the year as needed such as buildings, grounds, trap, pistol, rifle, meetings/work detail, and events.
8. If any time there is a tie vote of an unresolvable issue at a general meeting, the president will make the final decision.

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9. The president will have access to all passwords, keys, and combination in relationship to the organization.
10. The president is authorized to assume any board member role temporarily.
- ~~11. In the event any Board of Director position becomes vacant, the president will hold a special election to fill the remaining term of the vacancy.~~

b. Vice President:

1. Will in the president's absence assume the President's duties and position.
2. **Will in the event a trustee is absent from a trustee meeting have the authority to sit in on the meeting and have voting rights for that meeting.**

c. Treasurer:

1. **The treasurer is a paid position in this club.**
1. Will receive from the secretary such dues monies the secretary has collected.
2. Will upon the authority of this organization, or by the authority of the Trustees of this organization, pay bills as presented.
3. **Will be bonded**
4. Will be responsible for the cash-up procedures, and for the bank deposits.
5. Will present a financial report of the previous month at each monthly meeting.
6. Will in cooperation with the secretary, present a final yearly financial report at the January General Meeting.
7. **Will in cooperation with a volunteer committee of the membership board members, produce a quarterly audit, which will include all transactions and receipts for all monies.**
8. All mail will be collected by the treasurer.

d. Secretary:

1. Will keep and file all records of all meetings of this organization.
 - a. Will **provide a copy of meeting record** upon request to anyone who cannot attend the meetings.
 - b. **Will post all meeting minutes within seven days of the monthly general meeting.**
2. In the absence of both the president and vice-president at any regularly scheduled meeting, a quorum (see Article 12) being present, the secretary shall conduct an election of temporary presiding officers who shall conduct any ordinary business of the organization, except for any new business that was not previously brought before the organization.
3. The secretary will be responsible for scheduling and renting out of the organization's facilities, and for collecting all fees from the rental.
4. The secretary shall give and serve all notices to members of this organization and shall file any forms required.
5. **Security fobs will be issued by the Secretary or Range Master or their designees.**
6. **Will be responsible for maintaining the club's active member list.**
 - a. **Will provide any revised active membership list to the trustees within seven days of a general meeting.**

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e. Trustees:

1. Will at the direction of the membership and officers, be the guardians of the properties of this organization.
2. Will be called upon for a decision in any given matter regarding the properties of this organization
 - a. The decision/rules of the trustees may be reviewed at a meeting of the Board of Directors.
3. Will be responsible for membership, concerns, and complaints.
4. Will document attendance at all meetings and work detail.
5. Any Bar/Bartender issues or concerns will be reported to Bar Steward via trustee.
6. No more than two hundred (\$200) dollars may be spent **by the trustees as a group with majority approval each month.**
 - a. **If more than \$200 needs to be spent,** approval by a specially convened meeting of at least seven (seven) board members **to include the president is needed.**
7. **If a security camera review is necessary in the event of an emergency such as a request by law enforcement or fire department, notice must be given electronically to all board members.**
8. The ABC Officer will be appointed by the Board

Article 5: (Standing Positions)

a. Bar Steward:

- 1. Will display all workplace literature required by state or federal laws.**
 - a. **Will maintain all employee training records as required by law.**
- ~~2. The liquor license will be in the name of the Bar Steward.~~
- 32. Will be responsible for all the functions and procedures of the bar such as ordering, making sure supplies are on hand, and keep track of pricing when ordering.**
- 34. The Bar Steward and Trustees will handle all bar concerns for resolution.**
- 45. All bartenders are paid and must be a member in good standing.**
 - a. **Bartenders will be placed and displaced by the decision of the Bar Steward and Trustees.**
- 56. The Bar Steward shall hold bartender meetings as needed.**
 - a. All meetings will have a detailed written report and presented to the trustees of all discussions.
- ~~7~~
- 6. The Bar Steward will be appointed by a majority agreement of the board upon the first meeting of the year.**
- 78. The position of Bar Steward will only change if a vacancy occurs.**

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b. Range Master:

1. Will oversee all ranges and shoots at the club.
 - a. Will establish a shoot committee for ranges.
2. Will control all Indoor and outdoor range operation and training.
3. Security fobs will be issued by the Secretary or Range Master or their designees.
4. Will conduct range orientation.
5. Will oversee range maintenance
6. Will control all guns and ammo belonging to the club
7. Will oversee all club purchasing of guns and ammunition.
8. Will oversee range rentals and fees
 - a. Fees will be handed monthly to the treasure by range master or range master's designee.
9. Will be the custodian of records for New York State Ammunition Sales.

Article 6: (Membership)

- a. May attend meetings of the organization, either regular, social or specially convened.
- b. At meetings, they shall conduct themselves with RESPECT for the presiding officers, fellow members, guests, and the member having the floor during a discussion.
- c. The members present at each monthly meeting shall vote to approve or disapprove each application submitted for new membership.
- d. Each member must be in good standing, as a member of the organization and is entitled to one vote in any business of the organization including the election of officers.
- e. **New members must have their sponsor present for the approval to be accepted.**
 1. Applications for membership must be at least 18 years of age.
 2. Applications for membership must possess one of the following:
 - a. **Military Identification**
 - b. **Law Enforcement Identification.**
 - c. **New York State Pistol Permit**
 - d. **New York State Hunting License.**
 - e. **New York State Fishing License.**
 2. Applications for membership must be accompanied by the yearly dues set by the organization.
 3. Candidates for membership will be voted on separately at the next regularly scheduled general meeting.
 4. If more than three candidates are proposed, they may be voted upon collectively in groups of three.
 5. A 2/3 vote of member's present will be needed to confirm membership.
 6. A member must be an approved member to have privileges to vote and once approved, the voting privilege will begin at the next general meeting.
 7. New members applying for membership in October or later in the year will be voted to membership for the next full year and if approved will be issued a membership card upon request.
 8. Family membership consists of husband, wife, and children under the age of eighteen (18).
 9. Membership is not guaranteed and may be subject of review.
 10. Applicants looking for sponsorship may attend a general meeting to present themselves for membership.

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- f. All members are responsible for keeping their personal contact information current with the organization.
- g. All members, including the board, will be active with committees.
- h. Members can attain Life Membership
 - 1. There are two ways to become a Life Member.
 - a. Active Members who have been members for at least twenty-four (24) consecutive months and are age 65 or older can pay an **established** one-time Life Membership fee shall be given a Life Membership Card.
 - b. A Life Membership may be purchased by fees according to your age for members between the ages of 25 and 64 having at least 24 consecutive months in good standing.
 - 2. All members will be termed Active for Life Members.
 - 3. Life membership will include any immediate family member under the age of 18 years with zero fees due and they will be considered as Junior Members.
 - 4. There will be no fees collected once Life Membership is attained.
- i. Membership will be required to attend one meeting a year and/or work detail by the acknowledgement of the designated trustee.
 - 1. The member will be responsible to confirm accepted credit for this obligation
 - 2. **Life Members are not required to participate in work details.**
 - 3. If the requirement is not met, the membership will be at risk and will be addressed by the trustees.
 - 4. Board of Directors will reserve the right to create such consequences towards members not fulfilling their obligations.
- j. All members will be current annually.
 - 1. Membership will be yearly from January to January.
 - 2. Yearly dues may be changed by the officers and trustees with the approval of the membership.
 - 2. Membership fees/dues are non-refundable.
 - 3. Members lacking paid dues for 24 consecutive months will be considered a new member and must follow a new membership process.
- k. Junior members are all members included in a family membership until the age of 18, at that time they will be required to apply for a new membership.

Article 7: (Committees)

- a. Will consist of a chairperson and at least one or more members.
- b. Will conduct such committee activity as directed by the board of directors.
- c. Will submit regular financial and progress reports to the membership.
- c. Will be responsible for full financial disclosure at conclusion of committee work.
- d. Changes to committee needs to involve and include the committee's chairperson.
 - 1. Any changes discussed/decided should be presented at the next general meeting.
- e. No more than one hundred (\$100) dollars may be spent by any committee without the approval of the board.

Article 8: (Removal of Officers and or Members Disciplinary Action Procedure)

- a. Any officer or trustee may be removed from office, if found to be in negligence in the performance of their duties or conduct by the following procedure: (Federal and State Law Prohibits the release of accuser's name in certain cases.)

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1. Complaint form needs to be completed for every accusation.
 - a. **Complaint forms are available at the bar or pistol range.**
 - b. **Completed complaint forms will be submitted to club officer.**
2. A special meeting by the trustees will be scheduled to review any allegation being made to determine if there is sufficient evidence to substantiate the allegations.
 - a. If necessary, the trustees shall present a remedy and recommendation of allegations to be presented at the next general meeting for vote.
 1. A **2/3** majority vote of those present at the meeting shall be sufficient to affirm the removal from office or if so, membership.
- b. If an incident occurs on the property of the Lyons Rod and Gun Inc. and is of a nature which may require Disciplinary Action, the following procedure will be followed:
 1. A complaint form will be made out by the accuser in its entirety.
 2. If it is apparent that the accusation was a commission of a crime or Violation of the New York State law, the accuser shall be notified to contact Law Enforcement unless they have already been notified.
 3. The trustees shall review **complaint** form and review statements of witnesses, digital video and statements of the accused.
 - a. If there is validity to the accusations, the trustees shall determine disciplinary action to be taken and shall take into consideration the requested resolution sought by the Accuser.
 - b. **If a security camera review is necessary the following will be completed:**
 1. **The review will be done by no less than two (2) trustees with electronic notification given to the president.**
 2. **If the complaint form has been filled out by a trustee or the complaint involves a trustee, that named trustee will not be eligible to review the camera footage.**
- c. Arrests on/off the property of the Lyons Rod and Gun, Inc, and has a confirmed guilty verdict, may/will also be subject for Disciplinary Action.
- d. LEVELS OF ACTION: Verbal Warning, Written Warning, Temporary Suspension, and Termination of Membership. Severity of incident shall dictate the Level of action taken first.
- e. Membership in this organization may be revoked from anyone being convicted of violations of the conservation laws set by the DEC or by a 2/3 majority vote counted by the president at a regular meeting.
- f. Membership may be suspended for up to ninety (90) days for anyone acting in an unethical manner (**see definitions page 8**) after a reasonable complaint has been formally made and reviewed.
 1. Once a complaint has been formally made **a hearing will be held** and voted upon by the Board of Directors.
 2. A suspension over 90 days requires a 2/3 majority voted counted by the president at a **general meeting**.
 - a. Fact of incident will be presented to those present at the general meeting as permitted by law.

ARTICLE 9: (TERMS OF OFFICE)

- a. The election of officers shall take place at a regular or special meeting to be announced and held in December of each year.

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- b. The newly elected officers shall take office at the regular January meeting.
- c. The President, **Vice President**, Treasurer, Secretary, and **Seven (7) Trustees** will be a two (2) year terms.
- d. This shall be your Board of Directors.
- e. Due to the change of New York State laws for corporations all paperwork to be signed by the new officers must be on file as of January 1.
- f. There are no term limits to any officer position.

Article 10: (QUORUM)

- a. A voting quorum to conduct business at a regular or specially convened meeting shall be seven (7) members in good standing.

Article 11: (NATIONAL RIFLE ASSOCIATION AND AFFILIATION)

- a. This organization shall maintain yearly membership as an affiliate of the National Rifle Association and shall as far as they do not conflict with the rules and By-Laws of the Lyons Rod and Gun Club, Inc. abide by the rules and regulation of the NRA.
- b. Affiliation with the NRA may be rescinded by timely manner to the membership of the intent to do so, and a 2/3 affirmative vote at the next regular scheduled meeting.

Article 12: (RULES OF ORDER)

- a. In the conduct of business and business meeting of this organization, we will be using The By-laws of the LYONS ROD AND GUN CLUB, INC. which may be subjected to change by the governing body and the membership.
- b. Robert's Rules of Order may be referred to if needed to keep order by the president.

Article 13: (BY-LAW CHANGE)

- a. A By-Law change may be requested with majority vote at a general meeting.
- b. When a request has been approved, a committee will form to review the changes requested.
- c. The By-Law change notification will be posted at the club **and electronically**, which will inform the membership of a potential change and the meeting due date at which the changes will be presented to the membership being in favor of the changes.
- d. All voting members must have dues paid to date and be in good standing to vote.
- e. If the vote is favorable to change, a final vote will take place at the next general meeting.

Article 14: (Annual Election)

- a. No absentee ballots will take place for the Annual Election.
- b. There will be positions as listed above in Article 4 that members will have an opportunity to show interested by signing up for a position posted.
- c. There will be "OPEN VOTING" as well as the Election Meeting itself.
- d. Open Voting will ONLY take place the day of the election and at the organization and will close at the minimum of one hour prior to the Election Meeting.
- e. There will be absolutely NO votes accepted coming from outside of the club or being delivered to the club.

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- f. Every member wishing to vote will do so in person, sign the voting ballot, bartender's initials who is accepting it, and membership number.
- g. Three members, not being on the ballot, will validate those votes prior to the Election Meeting.
- h. Those same three members will also validate the votes for the Election Meeting.
- i. Those members of 24 (twenty-four) consecutive months that are interested to be listed on the ballot will be the only person allowed to sign their own name on the sign up.
- j. Members who vote a nomination off the floor at the election may only do so if that member meets the requirements to be on the ballot and must also be present at the election meeting.

Article 15: (Code of Conduct)

- a. There will be ZERO tolerance of fighting, destruction of club property, or drugs of any kind
- b. It is a privilege to be a member of the Lyons Rod and Gun Club and it will be under the discretion of the Board of Directors, refer to Article 8, to maintain this privilege.
- c. **Members are prohibited from dumping or burning any household items on club property.**

Article 16: (Equal Opportunity)

- a. Lyons Rod & Gun Club, Inc. is an Equal Opportunity membership organization.
- b. Lyons Rod & Gun Club, Inc. upholds all national, state, and local civil rights laws.
- c. Each year we reassert our continuing policy to ensure that all personnel actions are made without regard to race, religion, color, sex, age, national origin, disability, veteran status, ancestry, medical condition, marital status, genetic information, or any other factors protected by applicable laws.
- d. Our commitment is equal treatment for all.
- e. We must ensure that our policies impose only valid requirements and do not exclude capable persons either intentionally or unintentionally.
- f. We must continue to base decisions on membership matters to further the principle of Equal Opportunity and to provide leadership and support to public and private community programs dedicated to the achievement of Equal Opportunity objectives.
- g. Any member who holds an Officer/Director position will be evaluated with respect to their performance regarding Equal Opportunity of its membership base.
- h. We recognize and value the importance and diversity of each of our members and support the various cultures within the organization.
- i. Lyons Rod & Gun Club, Inc. is dedicated to fostering an environment which respects the dignity, rights and contributions of everyone.

Definitions:

Unethical: Unethical behavior at the organization can be defined as any action that does not conform with the purpose or conduct established by the organization. Unethical behavior can occur in the relationships between members, in the way a member goes about their business or how they use organization resources/properties.

Rules & Regulations: Intra-organization procedures and policies set out in writing for the organization and its members with a language that leaves little discretion for interpretation.