

**PALMERTON ROD AND GUN CLUB INC.**

**BY-LAWS AND POLICY & PROCEDURE MANUAL**

Voted and approved by the Membership during the monthly General  
Membership meeting: 08/16/2021.



## **CONSTITUTION AND BY-LAWS**

### **ARTICLE 1 - NAME**

The name of the Club shall be called the Palmerton Rod and Gun Club Inc. located at 225 Gun Club Road, Palmerton, PA. 18071.

The club was incorporated on July 17, 1950 under the laws of Pennsylvania governing Non-Profit organizations. The organization is also recognized as exempt from federal income tax under section 501C(4) of the Internal Revenue Code. For further references in this document the organization shall be referred to as the Club.

### **ARTICLE 2 - OBJECTIVE**

The purpose of the Club shall be for promoting the arts of hunting and fishing. Along with the shooting sports involving rifle, pistol, shotgun, and archery. These endeavors are to be carried out with the strongest emphasis on high-quality safety, fellowship and good sportsmanship.

The club will schedule regular meetings to disseminate information and to vote on important relevant matters concerning the activities of the organization. The Club will also be affiliated with Boy Scout Troop #209 and Girl Troop 209G and will render use of the facilities for scouting events and activities. The Club shall also maintain the proper permits and licenses to conduct small games of chance and bingo.

### **ARTICLE 3 - MEMBERSHIPS**

The club shall have the following types of memberships available:

- 1) Adult membership
- 2) Lifetime membership
- 3) Junior membership
- 4) Honorary membership

Membership qualifications shall be listed in the policy and procedure manual attached.

### **ARTICLE 4 - MEETING DATES**

The monthly meeting of the general membership shall be held on the third (3rd) Monday of each month at 7:30 p.m. The executive board shall meet on the first (1st) Monday of each month at 7:00 p.m. Any changes to these times and dates shall be posted on the Website and Facebook page.

### **ARTICLE 5 - DUES & FEES**

The dues are for the period of January 1 to December 31 of the current year. Dues notices will be sent with the Spring mailings. Dues payments after March 31st will be charged the late fee.

Membership dues - Adult members access to facilities  
Membership dues - Junior members  
RFID Badge Fee  
Replacement RFID Badge fee  
Initiation fee  
Late fee  
Bad Check fee

Amount charged for the above listed fees shall be listed in Section Two (2) of the policy and procedure manual.

## **ARTICLE 6 - OFFICERS & ELECTIONS**

The Club shall be governed by the following elected officers:

President  
Vice-President  
Secretary  
Treasurer  
Three elected Trustees

The President shall appoint heads of the following standing committees:

Kitchen  
Range Officer  
Webmaster  
Activities & Entertainment  
Building and Grounds  
Membership  
Nominating Committee

The President shall have the opportunity to appoint assistants to elected officers and committees at his discretion. All appointments shall be revealed to the membership at the earliest possible meeting. Specific qualifications, duties and election procedure shall be listed in the policy and procedures manual.

The officers shall be elected by secret ballot from among active members in good standing. Election shall be held annually at the regular membership meeting in October. Elected officers shall assume office as of January 1st in the following year.

All elected officers, including the three Trustees, shall have their membership dues waived while holding office.

## **ARTICLE 7 - CLUB PROPERTY SALE OR LEASE**

No person or committee has the power to sell, donate, or enter into a long-term lease of any club property without the consent of the body at a regular meeting. No club buildings or land may be sold until the following conditions are met:

- 1) The secretary must notify all paid up members by mail of pending action
- 2) Ninety (90) percent of active members must approve by return mail stating that they are in favor of selling or entering a long-term lease of any land

or buildings. The returns are to be presented at the next regular meeting for action.

#### **ARTICLE 8 - QUORUM**

A quorum of twenty (20) members will be necessary before any business can be transacted at a regular membership meeting. A quorum of four (4) members, one of which must be either the President or Vice-President, of the executive committee will be necessary to conduct business and take any action.

#### **ARTICLE 9 - RULES OF CONDUCT**

Rules of conduct while on Club property shall be posted on the website and at the range. Violation of these rules may be used to expel any member. The executive board will be responsible for expulsion of any member. Be sure to familiarize yourself with these rules.

#### **ARTICLE 10 - VOTING ELIGIBILITY**

All active members in good standing (except junior members) attending the general membership meeting shall be eligible to vote on any proposed action at such meeting.

#### **ARTICLE 11 - NOMINATING COMMITTEE**

The nominating committee shall consist of five (5) members of the Club. Members shall be elected to this committee at the September general membership meeting. The president will designate a chairman. The purpose of this committee will be to select eligible replacements for elected positions for the next year. It will be the chairman's duty to call a meeting of the committee to decide upon nominees and present their names at the October general membership meeting of the current year. Any member wishing to be considered for an elected position should contact the chairman after the September meeting.

#### **ARTICLE 12 - TEMPORARY CHAIRMAN**

The president shall appoint a temporary chairman to preside at the election meeting. He will announce the offices to be filled and announce selected nominees selected by the nominating committee. He will also announce that nominations from the floor are in order. Any person nominated from the floor must meet all eligibility requirements.

In accepting floor nominations, the presiding chairman will call for nominations three (3) times before the nominations of any office is closed. Nominations to any office cannot be closed in any other manner.

The temporary chairman will appoint tellers to collect and tabulate the votes and inform him of the results of their tabulation. He will then instruct the tellers to destroy all the ballots at the close of the meeting as long there are no contesting votes.

### **ARTICLE 13 - ELIGIBILITY FOR ELECTED OFFICE**

A member deciding to run for an elected office must meet the following requirements:

- 1) Must be a club member for at least three years
- 2) Must have attended at least eight of the general membership meetings in the past twelve months
- 3) Must have performed at least twenty-five hours of volunteer work for the club the past twelve months.

### **ARTICLE 14 - AMENDMENT**

These by-laws and constitution can be amended as follows:

- 1) Write the proposed change and submit it to the executive meeting two weeks preceding the general membership meeting. The reason for the change should be clearly explained
- 2) The proposal will be discussed at the executive meeting and brought before the general membership at the following general membership meeting where it will be read, discussed and amended if deemed necessary
- 3) The proposal will then be posted on the club site website until the final vote; a notice of the proposal, but not the content of the proposal, will be posted in Facebook
- 4) The change will be voted on at the next three (3) consecutive general membership meeting by attending members. The amendment will become effective upon passage.

### **ARTICLE 15 - MISCELLANEOUS**

A copy of the Constitution and By-Laws & Policy and Procedure Manual shall be posted on the bulletin board and the club web site at all times.

# **PALMERTON ROD AND GUN CLUB INC.**

## **POLICY AND PROCEDURE MANUAL**

### **SECTION 1 - MEMBERSHIP**

**VOTING MEMBERSHIP** - A member who has attended six (6) regular membership meetings and has performed at least sixteen (16) hours of volunteer work for the club during the past twelve (12) months.

The volunteer work hours can be obtained by participation in any of the following areas:

- 1.1. Clean up after any activity
  - 1.2. Shooting events
  - 1.3. Kitchen activities
  - 1.4. Public relations work
  - 1.5. Annual picnic
  - 1.6. Conservation tree planting, brush cutting, and habitat improvement
- Maintenance and improvement work on the grove, buildings or ranges

**LIFETIME MEMBERSHIP** - A member that has reached the age of 65 and has been a paying member for the previous ten (10) years. These memberships shall be voted on by the executive board at the April executive meeting. Members will be notified when they are deemed to be lifetime members.

**JUNIOR MEMBERSHIP** - A member that has not reached their seventeenth (17th) birthday. These members will not be required to purchase a RFID badge. However, they can use the shooting range and hunt on club property when they are accompanied by an adult member with a current RFID badge. Parents or guardians are responsible for the conduct and actions of their junior member, and he/she must be under control at all times. Disregard of this rule could result in loss of their membership privileges. Once a junior member reaches their seventeenth (17th) birthday, they must obtain and pay for a RFID badge. No initiation fee will be assessed. Junior members shall not have voting rights.

**HONORARY MEMBERSHIP** - An honorary membership for one (1) year only may be presented by order of the executive committee, to any individual who has rendered the club unusual services or who, for any other good reason the club may wish to include in its membership and thus honor such membership shall entitle the holder to all privileges of the club except that of voting or the holding of an elective office.

**NEW MEMBER** - Any person that has attained the age of seventeen (17), shall be extended the opportunity to become a member of the Club. Forms for membership can be obtained on our website or at a regular monthly meeting. Once all forms have been properly executed and all relevant fees paid the person shall be considered a member.

## SECTION 2 - DUES AND FEES

The following dues and fees shall be assessed as follows:

Voting Member	\$35.00 per year
Junior Member	\$1.00 per year
Active military personal	\$1.00 per year
Lifetime Member	\$0.00
RFID Badge Fee	\$15.00 one-time fee
Lost RFID Badge Fee	\$15.00
Initiation Fee	\$10.00 one-time fee
Late Fee	\$10.00
Bad Check Fee	\$40.00

The dues are for the period of January 1st to December 31st of the current year. Dues notices will be sent with the Spring mailings. Dues payments after March 31th will be charged the late fee.

Changes to the assessed membership dues and fees shall be presented to the membership at the August membership meeting and approved at the September meeting by the general membership; only one vote of the general membership is required.

**RFID BADGE** - The RFID badge fee, will be a non-refundable one (1) time fee for any member to use the shooting range or hunt on club property. The RFID card will work as long as the member's dues are current, all pertinent papers are filed, and he/she has not quit or been expelled.

The cost of the RFID badge is detailed above.

If a member quits or is expelled from the club, no refund will be made to the ex-member. If the badge is lost the member will have to purchase a new RFID card as detailed in Section 2 (Dues and Fees).

If the lost RFID card is found, the member will be reimbursed for the cost of the new RFID card.

## SECTION 3 - DUTIES OF OFFICERS AND TRUSTEES

**PRESIDENT** - The President presides over all club meetings and meetings of the Executive Committee. He shall supervise the affairs of the Club, co-sign all vouchers for payment. He performs such duties as formulating and carrying out programs, assisting in the amending of the by-laws, organizing the support for programs which offer the best potential for increasing the strength and vitality of the club. The President should be an individual who has the desire to serve the club with administrative abilities, inspiration, imagination and determination.

**VICE-PRESIDENT** - It shall be the duty of the Vice-President to assume and exercise all the duties of the President during the Presidents' absence.

**SECRETARY** - The club secretary shall be the custodian of the club charter, the constitution and by-laws, articles of incorporation, policy and procedure manual and shall update these documents as necessary. He/she shall record

minutes at the executive and general membership meetings and record them in a permanent minute book and provide such records to either the general membership or executive committee upon request.

The secretary shall also be responsible for the proper accounting of club raffles in accordance with current state regulations, tracking executive & general meeting attendance, and volunteer work hours. Reports made by various committees should be submitted to the secretary in writing.

**TREASURER** - The club treasurer shall be responsible for maintaining all funds received and disbursed on behalf of the club. Funds shall be deposited in proper accounts and payments made with the proper approval by at least two executive officers. He/she shall prepare periodic financial reports showing club progress. At year's end the treasurer shall present the books and records to the audit committee for review.

**TRUSTEES** - Trustees shall be nominated by the President and approved of by the executive committee.

The Trustees shall be members of the executive committee.

The Board of Trustees shall be composed of three members, where one Trustee shall be elected at the general membership meeting in December. Each Trustee shall be elected for a term of three years, to replace the Trustee whose term shall have expired.

Trustees shall serve as the audit committee for the club and will review all receipts and disbursements for proper documentation and approvals.

The trustees are responsible for create a yearly audit report of all club financial transactions. The audit report, in written format, for the previous financial year, shall be presented at the first regular membership meeting in the month of June and said written report present to the Secretary and Treasurer.

Format of Yearly Audit Report:

1. List of Trustees who performed the Audit
2. Date of the Audit
3. Disposition of the Audit, pass or failed
4. Any recommendations by the Trustees to the Executive Committee

#### **SECTION 4 - DUTIES OF STANDING COMMITTEES**

**EXECUTIVE COMMITTEE** - The executive committee shall consist of all the elected officers of the club, namely, the President, Vice-President, Secretary, Treasurer, the three trustees, and Chairman of the Membership Committee.

It shall be the duty of the Executive Committee to meet at the call of the President to transact such club business as maybe require; to formulate any necessary plans or projects for the best interests of the club. In the course of such business any item of business necessitating an expense of more than five hundred (\$500.00) dollars must be approved by the members of the club at a regular general membership meeting before any action can be taken.

The President in calling an executive committee meeting must notify all of the members of the executive committee as to the time and place of the meeting.

**KITCHEN** - The function of the kitchen committee will be to operate the kitchen in a safe and efficient manner and to purchase such food as necessary. The chairman shall be responsible for adhering to all state and local laws pertaining to kitchen operations.

Other purchases for the kitchen such as capital items and major repairs must be approved prior by the executive board and membership.

This committee shall be responsible for scheduling all rentals of club property. Funds received from rentals will be handed over to the Treasurer.

**RANGE OFFICER** - The range officer(s) shall be responsible for recommending all rules concerning the operation and maintenance of the shooting range. He/she will have the authority to close the range for maintenance at his/her discretion. These closings will be posted on the website calendar and on Facebook.

The range officer will have the authority to recommend, to the executive committee, dismissal of any member who is caught violating range and safety rules.

**WEBMASTER** - The webmaster shall be responsible for maintaining and updating the club website and Facebook page. All items placed on the site must be approved by the Executive Committee.

**ACTIVITIES AND ENTERTAINMENT** - This committee shall be responsible for implementing and planning all club activities and entertainment. This includes coordinating shoots, trips, events and raffles. Any new activity proposal should be approved by the executive committee.

**BUILDINGS AND GROUNDS** - Building and grounds shall be responsible for maintaining and recommending major repairs to club property including the grove and hunting area. It will be in charge of cleanup and improvement days that are scheduled. It will recommend major project to the executive board. The committee shall also be responsible for conservation tree planting, brush cutting, and habitat improvement. It will not be responsible for the shooting range.

**MEMBERSHIP** - The membership committee shall be responsible for maintaining club records pertaining to all types of active members, issuing RFID badges, purging non active members, and recommending to the executive committee all members eligible for lifetime memberships. It will issue periodic reports on numbers of types of active memberships. The committee will also co-ordinate the various mailings to the members.

**NOMINATING COMMITTEE** - The Nominating Committee shall consist of five members of the club, nominated and elected by the members present at the October membership meeting of the current year. Of the members elected to this committee, the President shall designate a chairman, and it shall be the chairman's duty to call a meeting of the committee to decide upon their nominees and present their names at the November membership meeting of the current year.

## **SECTION 5 - EXPULSION OF CLUB MEMBERS**

Any officer of the club or member of the club, who by his conduct violates any of the ethics, laws, rules of the club or is found guilty by being

convicted of breaking fish, game or foresting laws of the state or maliciously destroys or damages club property upon review by the executive committee shall be removed from the active membership roll. The member shall reimburse the club for any damages inflicted on club property. The member will be notified in writing of club action.

Each person so charged shall have the right to appeal before any general membership meeting or executive committee meeting.

## **SECTION 6 - RELEASE AND WAIVER OF LIABILITY**

All members must have on file with the club a properly executed release and waiver of liability. There will be no exceptions to this rule. This includes junior, social, and lifetime members along with active members.

Failure to have this form on file can result in your membership being revoked.

## **SECTION 7 - CLUB PURCHASES**

For purchases under \$500.00, the president shall have authority to approve these amounts without membership approval. He/she will report such transactions at the next general membership meeting following his actions.

For items costing more than \$500.00, the purchase will be presented at a meeting and voted upon by all attending members eligible to vote. When possible two (2) bids should be presented. For items costing more than \$20,000, a minimum of three (3) bids will be presented at a general membership meeting and voted upon at the next scheduled general membership meeting. In the case of emergency repairs the president will act accordingly regardless of the cost and bidding and report such actions and reasons why to the membership at the next following meeting.

## **SECTION 8 - VISITORS**

Visitors are always welcome to attend functions in the clubhouse and grove. They are also invited to participate in any club scheduled event.

When no club event is scheduled, no visitor will be allowed on the shooting range or be allowed to hunt on club property.

This is a member only club and only members are allowed to use the facilities.

No exceptions for any reason.

## **SECTION 9 - AMENDMENTS TO THE POLICY AND PROCEDURE MANUAL**

Like any document from time to time some items may become outdated or in need of a change for the betterment of the club. In order to amend or add to this document the change will follow the same procedures as outlined in Article 14, Amendment, under the Constitution and By-Laws.