

Bylaws

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These Bylaws were prepared by the Bylaws Committee in 2004.
Chairman, Lisa Bechtold, Committee: Bill Buksyk, Eugene Beittler,
Fred Bohl, and Willie Cavert.
Club President, Miles Horton

Ratified: December 20,2004

Purposes

PURPOSES OF THE

TWIN CITY ROD & GUN CLUB

To promote and foster the wise use and management of all fish and wildlife and the environment upon which they and humans depend.

To conduct educational and social activities for improving the safe use of firearms, hunting and fishing skills, and social activities in accordance with the interests of the general membership of the club.

To own and/or lease real or personal property for the benefit of the organization.

To encourage the membership to act in a responsible manner both as citizens and as members of the outdoor fraternity.

To preserve our rights under the Second Amendment to the Constitution of the United States, *the right to keep and bear arms.*

Article 1

CLASSES OF MEMBERSHIP

Section 1

1. An **Individual Membership** shall be available to anyone who has an interest in the club's purposes and shall be valid for a period of one year, commencing on the date of payment of dues to an authorized agent and completion of an application form.
2. A **Life Membership** shall be available to anyone who has an interest in the Club's purposes and shall be valid for the applicant's lifetime, commencing on the date of payment of full dues required for a life membership to an authorized agent and completion of an application form.
3. An **Honorary Membership** may be bestowed on any person who has contributed outstanding service to the Club's purposes. This membership must be approved by a unanimous vote of the entire Board of Directors and Officers and is valid for the recipients lifetime upon acceptance. The votes cast by the Directors and Officers must be by secret ballot only.
4. A **Junior Membership** shall be available to anyone age 12 through 17 who has an interest in the Club's purposes and possesses a Wisconsin Hunter Education Certificate. The membership shall commence on the date of payment of dues and the completion of an application form. This is a limited membership and the following rules apply: a. no voting rights, b. no office holding rights, c. range use is allowed for junior members age 14 thru 17 using long guns only, junior members age 12 and 13 only when accompanied by an adult, all junior members age 12 thru 17 must have direct supervision by a parent or guardian when shooting a hand gun.
5. A **Family Membership** shall be available upon request to anyone who has an interesting the Club's purposes and shall be valid for a period of one year, commencing on the date of payment of dues to an authorized agent and the completion of an application form. *This membership class is intended for the use of custodial parents and their minor children using one (1) covering membership.*

The membership card will display the parents name with the word "**OR**" between the names, thus allowing either parent to vote, whoever is in possession of the card at the time the voting is taking place. *Only one person of the two named on the card may vote. This class of membership does not allow both names on the card to vote.*

The card will be issued like this: JOHN OR MARY SMITH. All other members of the immediate family living at the address listed on the application form shall have equal rights, privileges and obligations of an Individual or Junior Membership based on their age at the time of intended use of those rights and privileges, except for voting as described above.

ARTICLE 1

DUES

Section 2.

1. No membership dues are refundable.
2. Individual, Family and Junior Membership dues must be paid in full at the time of application. Upon receipt of payment, a membership shall be issued.
3. Life Membership dues must be paid directly to the Club's Treasurer either in full at the time of application or in installments within 120 days from the time the application is filled out. The initial installment shall be a minimum of 20% of the total dues. Delinquent payments shall be reviewed by the Executive Committee. Use of the installment plan may result in the issuance of an Individual Membership to the applicant, if the payments are delinquent to the total amount due. The total payments received shall be prorated to equal the number of years for an Individual Membership. Once an Individual Membership card is issued for delinquent payments on a Life Membership, the payments received to date cannot be used again towards a Life Membership. A life Membership card will be issued to any applicant who makes full payment of required dues for a Life Membership.

Life Membership dues shall be handled as such: The funds received are deposited in an investment that bears earnings. The earnings may be used by the club each year to support the membership for that year. The Life Memberships total funds invested from the sale of same, shall only be used by the Club for purchase of **land or buildings**, and must be approved by a majority vote taken by **Life Members Only while attending a General Membership meeting. Majority rules.** Any funds borrowed from the Life Membership principal fund must be paid back by the club, and interest equal to the earnings from investments must be paid by the club in addition to the principal borrowed.

4. There shall be no dues for Honorary Memberships.
5. The Board of Directors shall annually designate authorized agents to collect membership dues.
6. The Membership dues structure shall be reviewed annually by the Board of Directors, no later than June 30th. Their recommendations for change, if any, shall be voted on by the members at a General Membership meeting no later than October 31st of the same year. A change in dues must be approved by a majority vote of those present at a general membership meeting. Approved changes take effect the following January 1st date.
7. All participants in inter-club league shooting events using club grounds and/or equipment must be a current paid member of the Club. **Exceptions are The Mid-Wisconsin Trap League and C.M.P. shooters.**

ARTICLE 1

TRANSFER OF MEMBERSHIPS

Section 3

1. Membership or Memberships cards are not transferable. The proper use by immediate family members of a Family Membership card does not constitute a transfer.

RIGHTS & RESPONSIBILITIES OF MEMBERS

Section 4

1. Possession of a valid membership card entitles the Member(s) to attend Club meetings, vote at those meetings, and use owned and/or leased Club facilities subject to the rules governing the use of same, unless otherwise specified. *See Article One, Section 5 regarding voting with a Family Membership.*
2. It shall be a Members responsibility to attend Club meetings, participate in Club activities, and volunteer time and/or services to the care and maintenance of this Club and its property.
3. A Member may not represent the Club without proper authorization. A Member may state the position of the Club on matters voted on by Members at Club meetings.
4. A Member may not solicit funds, goods, or services on behalf of the Club without proper authorization.
5. No Member may use the Club owned property off Club premises at any time for personal use.

TERMINATION & SUSPENSION OF MEMBERS

Section 5

1. A Membership shall be terminated at death, voluntary withdrawal or expulsion. All rights of the Member the cease. Upon application to the Board, a Family Membership may be transferred to surviving members on an immediate family member in any manner the Board deems appropriate.
2. The Board, by a majority vote of those present, may suspend or expel any Member for conduct detrimental to the interests and welfare of the Club.

ARTICLE 2

ORGANIZATION AND STRUCTURE

EXECUTIVE COMMITTEE/OFFICERS

Section 1

1. The Officers or Executive Committee shall consist of a *President, Vice President, Secretary and Treasurer*. As a group these positions are referred to as the Executive Committee. Those holding these positions are also considered to be Directors. Thus when a meeting of the Board of Directors is held, the Executive Committee will be in attendance also.

2. Any member of the Club may become an Officer through the election process, but only after being a member of the Club for a minimum of one membership year, the previous year of the election.

ELECTION OF OFFICERS

Section 2

1. Requirements to qualify for a nomination:

1. Must be age 21 or older.
2. Must have been a member of the club for a minimum of one year and a current paid member.
3. Citizenship in the United States and the State of Wisconsin for one year.
4. No previous felony convictions.
5. Should possess a Wisconsin Hunter Education Certificate if born after 1973.
6. Should possess a valid Wisconsin Hunting or Fishing license for the current year.
7. Able to attend all required meetings of the Executive Committee.
8. Able to perform all necessary duties required of the office. (*see requirements*)
9. Must have knowledge and aptitude needed for office.
10. No person can be an Officer or Director if he/she was ever terminated from the Club for conduct detrimental to the club.

2. **Nominations for Officers** are taken by the Nominating Committee at the General Membership meetings held in January and February each year. The nominations come from the floor of the General Membership and must be seconded from the floor before forwarded to the Nominating Committee.

3. **Matriculation** to become an officer is required. This consist of:

1. Complete a questionnaire provided to nominees by the Nominating Committee, and returning the form within ten days of receipt, to the Nominating Committee Chairperson if nominated at the General Membership meetings.

ARTICLE 2

RIGHTS & RESPONSIBILITIES OF OFFICERS

Section 3

PRESIDENT It shall be the duty of the President to call to order and preside at all Board and General Membership meetings. He is to maintain order, put questions, announce business and conduct meetings in a business like fashion. The Presidents main responsibility is to delegate authority and to ensure that the other Officers and Directors are fulfilling their responsibilities. The President serves as a general manager, overseeing all functions and operations. The President has the authority and power to appoint Directors and Members as he sees fit, providing the appointment is not inconsistent with the Club's Articles of Incorporation or these bylaws.

The President shall present a "State of the Club" address at the annual General Membership meeting in April of each year.

The President has the authority and shall sign all legal documents including checks in concert with the Secretary or the Treasurer of the Club.

The President shall represent the Club to the local communities when needed.

The President has the authority to set up and appoint Ad Hoc Committees.

The President has the authority to attend any meeting held by any committee or group within the Club.

VICE PRESIDENT In the absence of the President, the Vice President shall preside and perform the duties of the President. The Vice President is second in command to the President. The office of Vice President involves being responsible for the maintenance of all Club owned property and equipment. The Vice President has the authority to appoint Directors or Members to work duties for the maintenance of Club property and equipment.

SECRETARY The Secretary is responsible for recording and distributing minutes on hard copy in professional form i.e.; type written to those requesting copies, and to maintain the minutes along with all club records for safekeeping. Minutes shall be taken at all General Membership meetings and special meetings that are called. The Secretary is responsible for all correspondence, press releases, public relations, mailings, membership list controls and computer controls. In absence of the Vice President or President, the Secretary is next in command and will perform their duties. The Secretary can sign legal documents in concert with the President.

Article 2

SECTION 3 (Continued)

TREASURER The Treasurer is responsible for all accounts receivables and payables of the Club. The Treasurer shall maintain all financial records in standard bookkeeping practices in an orderly and timely fashion. The Treasurer shall work in concert with outside accounting or bookkeeping firms that the Club employs. The Treasurer may sign in concert legal documents and checks with other Officers of the Club. The Treasurer is responsible for making all payments in a timely fashion to avoid any penalties, to all required government agencies. The Treasurer is responsible for completing and filing all necessary permits and licenses needed by the club. The Treasurer is responsible for presenting to the Club a “financial status” at the annual meeting of the General Membership. The Treasurer shall be bonded and the expenses to bond the Treasurer will be paid for by the Club.

If the position of TREASURER becomes vacant, the club, under emergency rule, may hire a qualified outside firm or person to take care of the Treasurers duties, as these functions are vital to the clubs existence.

Note: All FOUR Officers & Directors must keep a log, a “how to” list of all their duties so a job description can be given to the next person to fill the office, to aid in a smooth transition. It is also advised that all chairpersons also do the same.

REMOVAL OF OFFICER (S)

Section 4

An Officer may be removed or asked to resign for various reasons. Examples are: refusal to perform the responsibilities as stated in these bylaws, theft, and intentional misuse of Club property or funds.

Procedure for removal of an Officer may be initiated by any Director or Officer. Any Director or Officer filing action for removal of another Officer, must provide proof of his claim for removal. The claimant must meet and discuss his claim with other Officers of the Club. If after discussion, the claimant still feels he/she wants to proceed with the claim, the accused must be notified of the pending action. Notification must be in person or by registered mail. The accused will be given the option to resign by checking a box on the notice, or he may appeal his case to the General Membership. He must appear at the next General Membership meeting that can be held, after the notice for appeal is included in a newsletter to the General Membership. He must appear at that meeting to state his appeal, if he fails to show up at the meeting he is automatically expelled from the office he held. If for some hardship, the accused cannot attend the meeting for his appeal, he must submit a request for being excused, and only the President can grant an excuse, and excuses should not be accepted unless for a real hardship reason.

At the General Membership meeting, the President shall open the floor for discussion of the claim against the accused Officer. The claimant shall read his claim and accusations against the accused. After he/she is finished the accused may make his/her appeal for not being removed as an officer. After both sides present their case, the General Membership shall take a secret ballot vote, showing valid membership cards to obtain a ballot, and cast their votes. The majority rules. This procedure is for removal from an Office not for removal from the Club as a member.

ARTICLE 2

DIRECTORS

Section 5

1. Board of Directors (BOD) shall consist of **FIVE (5)** people. The number of directors can be increased or decreased to meet the needs of the Club for proper management. To change the number of Directors, a request to amend these bylaws must be made following Article 8 of these bylaws.

A. Requirements to be a DIRECTOR are:

1. 21 years of age or older.
2. Must have been a member of the club for a minimum of one year and a current paid member.
3. Citizenship of Wisconsin and the United States.
4. No previous felony convictions.
5. Should possess a valid Wisconsin Hunter Education Certificate if born after 1973.
6. Should possess a valid Wisconsin Hunting & or Fishing License for the current year.
7. Ability to attend required meetings of the Board of Directors.
8. Ability to perform duties and responsibilities of his/her division.
9. Have an interest in, knowledge of, and aptitude for the division's events.

B. Term of Office will be **TWO YEARS (2)** beginning in January following elections.

C. Nominations

Directors are selected by the Club Members in the Divisions which they will direct. Special Events may use "floating directors" or Directors from other Divisions, where they all work in unison at the various club functions.

D. Qualifying After Being Nominated within a Division.

Members within a Division should make every attempt to insure that their selection of the person for Director meets the requirements asked for on the matriculation form for Officers elections. This will help to insure that qualified people are selected as Division Directors.

E. Elections for Directors See Article III, Sec. 1, Elections on page 13.

ARTICLE 2

Section 5 DIRECTORS (continued)

F. Replacement of a Director. In the event of death or resignation for any cause, the Club President may appoint a temporary Director for that Division only if the members working within that Division fail to appoint a replacement. The Club should make every attempt to replace that Director within 30 days to complete the balance of the term.

Directors Rights & Responsibilities

Section 6

1. Directors shall be subject to the Orders and Bylaws of the Club. Directors shall not act in defiance to these bylaws.
2. Directors must make every attempt to attend all Director Meetings and General Membership meetings. Failure to attend these meetings can result in removal from this Office. See Replacement of a Director, Section 5, (F) above. If a Director cannot attend a meeting, he/she must obtain an excused absence from the President of the Club, and also insure that one of his peers make any necessary announcements of business at the meeting he will miss. Accrual of TWO unexcused consecutive absences of Directors or General Membership meetings will result in a review by the Executive Committee of the performance of the Director in regards to attendance and may result in removal from office.
3. Directors must be prepared to give reports to the General Membership of his Division at General Membership Meetings. (Committee Reports)
4. Directors must present the Finance Committee Chairman a completed budget for the upcoming years expenses and any equipment needs by July 1 of the current year. Failure to present a budget for his/her Division will be taken to mean that his Division will not need any funds or equipment the following year. The Finance Committee has the authority to exclude that Division from the Clubs Annual Budget, if a budget is not completed by July 1st each year.
5. All Directors shall assist the President, or his duly appointed representative, in conducting the general operation of the Club in an orderly fashion.
6. All Directors must wear some form of identification showing that he/she Director, when attending General Membership Meetings. or other public events held by the Club.

Article 2

Section 6 (continued)

7. **Chain of Command** Directors will report to the Club President, keeping him aware of all his activities and follow all instructions given to him by the Club President. Directors must also follow all orders from the Vice President in regards to Club Property. The Vice President of the Club is responsible for the maintenance of all Club Property, therefore all Directors shall report to the Vice President in regards to all matters concerning Club Property. Directors must follow all orders issued by any Officer of the Club (President, Vice President, Secretary, Treasurer). Directors shall have under their command, all personnel who are working for or chairing various committees that are within the Division that he/she is Director of.

Directors must maintain the chain of command, ensuring that all workers under their supervision are always kept informed as to who their immediate supervisor is, and to whom they should take orders from in their absence.

A Director shall be prohibited from voting on financial matters where a conflict of interest exists.

8. **Removal of a Director** (also see Sec. 6. #2.) A Director may be removed from his position for: refusal to function as a Director in accordance with these bylaws, theft, intentional misuse of Club Property, misuse of Club funds, inability to perform duties that he/she severs, inability to attend necessary meetings, insubordination, or any action deemed detrimental to the best interest of the Clubs purposes. The Officers of the Club have the authority to remove any Director for any of the above infractions. A majority vote of the Officers is needed. The President shall cast a vote only for breaking a tie. The Vice President, Secretary, Treasure shall cast the votes for removal of a Director. If any one of those is absent, the President may vote in his/her place.

CHAIN OF COMMAND

PRESIDENT

I

Vice President
Secretary
Treasurer

Ad Hoc
Committees

Directors
Committee
Chairpersons.

ARTICLE 2

STRUCTURE OF THE CLUB

Section 7

1. **Executive Board** shall consist of the Club President, Vice President, Secretary and Treasurer. These four officers are elected by the General Membership at the March General Membership meeting for a term of one year, May 1 through April 30.
2. **Directors** numbers are determined by the Executive Board. A Director will be needed for each Division of activity within the Club.
3. **Chain of Command.**

President is responsible for ALL club activities and shall act as general manager for the Club. All Club members are under his direction.

The Vice President, Treasurer and Secretary report to the President.

All Directors report to the Club President , with the exception of cases that involve club property, then they report to the Vice President of Property.

All Standing Committees within the Club report to the Club President.

All Ad Hoc Committees report to whoever set up the committee, usually a Director.

All workers and committee members within a Division report to the Director of that Division.

4. **Divisions of the Club.** As the Club grows, more Divisions may be added and more Directors may be added to head up and lead the Divisions. Divisions should not be created unless absolutely necessary. Temporary Divisions are not allowed. If any activity is a once in a while type of activity, then all members of the Club will be asked to work on behalf of that activity.

Divisions: Archery
Sporting Clays
Trap
Range/Clubhouse/Bar
Special Events

ARTICLE III

ELECTIONS & VOTING

Section 1. Elections

Directors terms are for TWO years. Directors are selected by the members within the Division the Director is leader of. The period when these Directors are selected is:

Trap.....August
Range.....Between Dec. & Feb.
Sporting Clays.....September.
Archery.....January
Special Events.....December *

** Special Events may have several Directors or Floating Directors i.e.: Directors from other Divisions may all work together or in conjunction with others for the various events the Club has.*

Officers are nominated from the general membership at the January and February meetings. Nominations are taken from the floor for the positions of President, Vice President, Secretary and Treasurer. The voting will take place at the March General Membership meeting.

Section 2. Voting.

When voting for the offices of President, Vice President, Secretary and Treasurer the voting is done at the March General Membership meeting, ballots are only given to those who display a valid membership card. Voting is done by “secret ballot only”.

Write in ballots will not be allowed or counted by the Nominating Committee.

Officers are nominated and elected from the general membership as a whole. Nominations for *Directors for the Clubs Divisions*, should come from the members who are actively involved in those divisions.

ARTICLE IV

MEETINGS

Section 1. Rules of Order for meetings:

Tally of Votes

When voting is done via voice (nays & yeas), any member may rise and demand a tallied vote if the vote is close, too close to really decide the outcome by volume of sound. This must be done immediately after the voice vote in question. All members being tallied will be required to show their valid membership cards.

Quorums

A quorum is considered to be the majority of those present at the time of the voting.

Directors & Officers meetings regarding voting:

When Directors & Officers are meeting and conducting business, only those who hold office may vote. Consultants or guests at the meeting may not vote.

Meeting Structure

Roberts Rules of Order, Newly Revised Edition guidelines will be followed at all club meetings. The Chairperson may appoint a Sergeant At Arms at any meeting. Entertainment may be provided by non members when invited to do so. Notice must be given to the general membership of all General Membership meetings. The Officers of the Club will decide on the method of notice to the Club Membership. The Officers will decide the dates, time and place of all General Membership meetings.

Order of Business at General Membership meetings.

- A. Call meeting to Order
- B. Opening Ceremony (Pledge of Allegiance)
- C. Roll Call of Directors & Officers.
- D. Reading/Approval of minutes from previous meeting.
- E. Reading/Approval of minutes from the Treasurers Report.
- F. Committee Reports.
- G. Unfinished Business.
- H. New Business.
- I. Entertainment (May be moved up in order of sequence)
- J. Raffle Draws. (Try to hold early so that students can get home early)
- K. Announce the next meeting date.
- L. Adjournment

ARTICLE IV (continued)

Section 2. Special General Membership Meetings.

The Officers of the Club may call a *SPECIAL MEETING* to conduct business matters of extreme importance to the club.

Notice must be given to all members of the club via US MAIL and timed so that the notices arrive a minimum of 7 days before the meeting date.

The agenda at the meeting shall be kept to business at hand, the reason for calling the special meeting. No other business should be discussed or handled.

If the meeting is a result of a petition, the Officers must inform the club who initiated the petition, and if they are not members of the club, they may be invited to attend the meeting. Otherwise, only club members may attend a special meeting.

Section 3. Board of Directors Meetings.

Board meetings are held on the first Thursday of each month at 7:00 PM. at the clubhouse. A notice must be given to all Directors if changed.

Robert's Rules of Order must be followed. Only Officers and Directors may attend these meetings unless permission is granted by the Chair. Only Officers or Directors may speak or vote at these meetings unless permission is given by the Chair.

Section 4. Special Board of Director Meetings.

Any Officer or combined total of three Directors may call a Special Meeting. Notice must be given via mail, phone or in person at least 7 days prior to the date of the meeting. The agenda must be kept strictly to the purpose of the called meeting. Special Board Meetings shall be closed to the general membership or non members unless invited by the Chair of the meeting.

Section 5. Committee Meetings.

The Chairman in concert with his members will set meeting dates and times. Robert's Rules of Order should be followed. Minutes must be taken and given to the Club Secretary of all meetings.

Section 6. Annual Meeting.

The General Membership meeting held in April shall be known as the Annual Meeting at which time the President of the Club shall give a "State of the Club" address. The address should include the membership totals, and the financial status of the club.

Section 7. Meetings where elections are held.

The President may turn the meeting over to a Nominating Chairperson. The March General Membership meeting is when the elections are held for the offices of President, Vice President, Secretary and Treasurer. The Nominating Committee will tally the ballots and give the results as soon as possible to the Club Secretary.

ARTICLE V

COMMITTEES

Section 1. General Rules.

1. Committees shall have a least three members. Any current paid member of the Club may serve in any capacity on any committee except where not allowed under these bylaws.
2. The Chairperson of any committee has the right to remove any member of his committee who is found not to be fulfilling his duty on the committee, subject to approval of the other members serving on the committee.
3. All committee meetings may be attended by any club member, but only committee members may vote. Non committee members attending may only voice opinions if allowed to do so by the chairperson.
4. The chairperson, in concert with the President may select his own committee members.
5. The Club President shall be an ex-officio member of all committees, except the nominating committee.

Section 2. Standing Committees

1. **Property Committee.** (Chaired by the Vice President) Property Committee is responsible for the study and review of all matters pertaining to Club Property, both real and personal. It shall report its findings and make recommendations to the Officers as necessary in regards to purchasing and or obtaining bids for proposed purchases. The Committee shall also keep inventory records of all Club-owned property and ensure that all club property is maintained and kept in good working order. The committee will also oversee and study the insurance needs of the club. The committee will also oversee and study the leases, rents, and the lending of club property to non members. The committee shall also oversee the disposal of Club-owned property.

2. **Executive Committee.** The Executive Committee is made up of the Clubs Officers (President, Vice President(s), Secretary, Treasure). This Committee can appoint the Chairpersons for all the other committees. They may also call for audits of the clubs accounting and financial records.

3. **Nominating Committee.** The Nominating Committee shall be formed in August and shall consist of five members (5) comprised of less than two Directors, and at least two Life Members. The Nominating Committee will prepare and distribute matriculation forms and ballots, and also chair the meetings where elections take place if asked to do so by the President. The committee will also tally all the ballots and give the results along with all ballots to the Club Secretary. The Nominating Committee has the right to turn down any nomination for office, if they feel the person nominated is not qualified to do the job as required by these bylaws.

4. **Legislative Review Committee.** This committee will be responsible for keeping the clubs members informed on pending legislation and also take care of all correspondence regarding legislation if instructed to do so by the membership.

5. **Donations Committee** This committee is a sub committee of the Finance Committee. They shall set the amount of money to be distributed as donations by the club annually. They must provide a budget with their requests to the Finance Committee.

Article V

Section 2. (continued)

6. **Finance Committee** The Finance Committee shall be comprised of five members of the club of which one must be a Life Member and the others from the regular membership. The Club Treasurer may serve as an ex-officio member. The Committee is responsible for the Clubs Budgets, gathering and compiling the budget figures from the various Division to make the Clubs total budget. The Committee is also responsible for review of all club purchases, making recommendations when needed. The Committee is required to meet at least quarterly. The Finance Committee shall also serve as advisory to the Club Treasurer and also work to insure a smooth transition of the Clubs financial matters when a new Treasurer is elected. The Finance Committee shall prepare the annual budget and present it to the Club at the September General Membership meeting. Any expenses over the amount of \$500 must be presented to this committee for review and acceptance before the purchase is made. The Finance Committee will provide purchase orders for all request of expenditures, outside of petty cash purchases, and approve or not allow the expenditures requested on purchase orders.

Audits: *Internal audits are to be performed by the Finance Committee at least once every three years, at random. They have the authority to order an EXTERNAL AUDIT if they feel it is needed.*

7. **BYLAWS COMMITTEE.** The Bylaws Committee shall meet at least once a year for the purpose of reviewing the Clubs Bylaws. The Committee shall also review proposed changes to the bylaws and follow the bylaw rules under Article Eight of these bylaws for any changes. The Bylaws Chairperson can also act at the Clubs Parliamentarian at meetings. The Committee shall also maintain an up to date set of bylaws, and inform the clubs Secretary of all changes as per these bylaws.

8. **ACTIVITIES COMMITTEE.** The Activities Committee shall be responsible for lining up speakers and entertainment for the General Membership Meetings. This must be done well in advance of the meetings so that proper notice can be given to those who edit the newsletters, seeing to it that guests are mentioned in the newsletters. This Committee shall also meet any guests when they appear at meetings to speak, assist in loading and unloading equipment, introduce the person(s) and thank them when they are finished. This committee is also responsible for prize acquisitions, running raffles and any other contests.

9. **AD HOC COMMITTEES** Ad Hoc Committees may be established at the discretion of the Officers & Directors. The specific duties shall be explained when the committee is formed. These committees will be disbanded after its assignments are completed.

ARTICLE VI

RECORDS

Section 1. General Rules for keeping records.

1. All relevant records, financial, minutes from meetings, photos, published articles of the clubs activities etc. shall be kept for safekeeping by the Clubs Secretary. The Secretary will be the supervisor of stored records.
2. All records shall be available for any paid club member to review at any reasonable time.
3. **ALL** club records shall be stored in the archives at the *clubhouse*.
4. All club records are open for viewing by club members. Records may be viewed by any club member but *ONLY* when one member of the Finance Committee and one member of the Executive Board is present.
5. Original Club Records should not be removed from the archives. Photo copies should be made if copies are needed at another location.

Section 2. Submission of Forms.

1. The Officers are responsible for the timely submission of all necessary forms and license fees that the club needs to function. This means all tax forms, raffle licenses, liquor licenses, etc. The Club Secretary shall maintain a list of instructions on how to, when to, where to file and complete all the necessary forms. The Club Secretary shall also spend time training his/her replacement when his/her term of office ends.

ARTICLE VII

FINANCES

Section 1. Budgeted Items The Directors of the Club must present their budget for the following year to the Finance Committee Chairperson by July 31st so that the Finance Committee can present the budget to the club at the September meeting. The General Membership will vote on accepting or not accepting the budget at this meeting. Individual items in the budget can be debated and argued at the September meeting, but the proposed budget as a whole must be accepted or rejected as amended. If the budget is accepted, then all expenditures in that budget are deemed to be authorized by the general membership. If any item or project in the budget for that year is under budgeted, the Officers may authorize increasing the budgeted expense by 20% but not to exceed \$500.00.

Section 2. Failure to submit budgets. All Directors must submit their budgets on time. Failure to submit a budget to the Finance Chairperson, can be taken to mean that that particular Division will not function within the club the following year. If a Director of a Division fails to submit a budget, the Finance Committee cannot approve any increases in operating expenses for that Division the following year. The Division will continue to function, but with no increases in expenses.

Section 3. NON BUDGETED ITEMS. **These rules only apply if the annual budget is not passed or approved.** In the event that an annual budget is not passed or approved by the membership, then all expenditures are handled on an item by item basis. This would be an extreme hardship on the club, as all expenses would have to come before the general membership for approval. Every attempt should be made to pass an annual budget to avoid using NON BUDGETED RULES. The Rules for NON BUDGETED ITEMS ARE:

1. The Officers and Board *only* may approve expenses up to \$500.
2. All Expenses over \$500, must be presented to the Finance Committee for their recommendation, and then the Finance Committee must bring it before the general membership for final approval by voting on the expense. See rules for voting.

Section 4. Accounts Payable and Receivable. The Club Treasurer must pay all the clubs bills on time to take advantage of any discounts. The Treasurer is also responsible for sending statements and collecting funds due the club for services provided. Statements should be sent out once a month on all outstanding receivable.

Section 5. Life Membership Fund Management.

1. The Finance Committee shall be responsible for management of the Clubs Life Membership Fund (Dues collected for Life Memberships) These funds are not to be spent. They are to be invested so that they earn enough interest to support the Life Members. Investments can be made in bonds, stocks, savings accounts etc. All investments shall bear the Clubs Federal ID number on them and require the signature of two officers. The earnings of these funds should be monitored at all times by the Finance Committee and recommendations should be made to the Officers if changes are needed. By maintenance alone, the Finance Committee shall figure out the necessary dues needed to be charged for Life Membership Dues.

ARTICLE VII

Section 5. (continued)

2. The Principal in the Life Membership Fund can only be used in emergency. And then it may only be used to purchase land or buildings. The funds cannot be used to purchase any assets that depreciate in value.

3. Motions to spend any Life Membership Funds must be approved by means of a ballot that would explain the expenditure, and the ballot must be sent to all Life Members in the mail. The ballot will be designed by the Nominating Chairperson along with two Life Members.

Section 6. Emergency Rule for Expenses. The Officers of the Club may call a meeting for the spending of money that are not budgeted only if they cannot wait for approval from the general membership because of critical timing. Critical timing is the key here for not abusing this privilege. Considerations for EMERGENCY SPENDING ARE:

1. To prevent a disaster/impairment for the club i.e.; foreclosure.
2. Opportunity for the club to purchase an asset that is very unique and of special interest to the club for growth and future prosperity, like land purchases, expansion of club grounds.
3. A vote of all Officers and Directors is needed and a majority is needed to pass. All Officers and Directors must vote on the matter, and proxy votes are accepted from any Officer or Director who cannot attend the meeting when voting takes place.
4. The Officers must notify the Club general membership as soon as possible about the expense if approved.

Section 7. Income & Expenses relating to funds. Income/cash receipts of the club. All income to the club shall be turned over to the Club Treasurer in an orderly and timely fashion. Funds may be ear marked by divisions for special projects, but when turned over to the treasurer, must include a written explanation of what they are for. The Treasurer must maintain a ledger for each segregated fund.

ARTICLE VIII

PROCEDURE FOR CHANGING BYLAWS

Section 1.

Any member of the Club make offer suggestions for changes to these bylaws. The procedure for making changes, improvements etc. are as follows.

Steps/Rules for making changes:

1. Proposed changes must be presented to the Bylaw Committee Chairperson in type written form, double spaced, with 1.5” margins so that notes can be made during committee discussions of the proposed changes. The suggestions offered for proposed changes should be clear and concise with full explanation as to why the change should be made.
2. The Bylaw Chairperson will call a meeting of his committee members to discuss the proposal submitted for a bylaw change. The Chairperson has the option to invite the person making the suggestion to attend the meeting for discussion. After discussion the committee will take a vote, following bylaw rules for voting, as to proceed or not to proceed with the proposal of changing the bylaws. Only the committee members may vote, majority of those present rules. The person making the proposal, if present, may not vote. If the Committee votes the proposal down, the Chairperson must provide the person making the proposal with an oral or written statement as to why the proposal did not pass.
3. If the proposal passes through the committee with a favorable vote, the committee must prepare written language of the proposal. The language must be voted on again after it is written, for final approval by the committee. Once the proposal is in its final written form, the Chairperson will forward the proposal to the Club President, and include any sidebar explanations if needed so that the President can present the proposal to the Club Directors.
4. The Club President will place the proposed change on the agenda for the next Directors meeting. After discussion by the Directors, a vote is taken by those present whether to approve passing the proposal forward for the general membership approval. A vote will be taken and recorded, majority rules of those present at the meeting. If the proposal is defeated by the Directors, the Secretary of the Club will provide the member making the proposal with an explanation of why the proposal failed in writing or orally.

ARTICLE VIII

BYLAW CHANGES

Section 1(Continued)

5. If the Board of Directors approves the Proposal, the President shall place the proposal on the agenda for the next two General Membership meetings. The President shall read the proposed change to the bylaws to the General Membership, and open the floor for discussion. After discussion, a vote by members will be taken for final approval, majority rules of those present. The Club Secretary shall record the totals of the votes.

6. If the proposed change does not pass through the General Membership vote, the proposal is then dead. The Club Secretary will notify the Member making the change of the General Memberships decision. If the proposal passes favorably through the General Membership for changing the bylaw proposal, then the Club Secretary shall enter the results and the proposed change in its proper language from the Bylaw Committee in the Clubs minutes. The change may be published in an upcoming newsletter if the Officers think the change needs to be explained to all members.

7. The Club Secretary must then notify the Bylaw Chairperson to update the clubs bylaws. All records must be updated, hard copy and or all computer files. A posting of the new bylaw change must be posted on a bulletin board at the main clubhouse.

8. The version number of the bylaws must be updated that contain the new language. Example. If the old version was 3.5, after a change is made, 3.6 would be the next number on the bylaw covers and individual pages. A copy of the complete bylaws must be kept at the clubhouse for the General Membership to review when requested.

9. Periodically the Officers will decide when to print new copies of updated laws. Until that is done, each member is responsible for keeping his own copies updated with published changes.

ARTICLE IX

Dissolution

In the event of voluntary dissolution of the Twin City Rod & Gun Club, the Officers and the Directors shall obtain all appropriate legal assistance and dissolve the Club in accordance with State, Federal and Local Authorities. Upon dissolution of the Club the Officers and Directors shall distribute the assets and accrued income of the club to one or more organizations who subscribe to the objectives of the club.

TWIN CITY ROD & GUN CLUB

This form must be given to all nominees.

If you have been nominated to be placed on the ballot for either a Director or an Officer of the Club, read this form to see if you qualify. If you do not, let the Nominating Chairman know immediately. Answer the questionnaire at the bottom, then sign and return this form to the Nominating Chairman.

Officer & Directors Requirements & Qualifications:

Must be age 21 or older.

Must have been member of the Club for one year previous to holding the office, and a current paid member. Citizenship in the USA & Wisconsin for one year.

No previous felony convictions.

Should possess a Wisconsin Hunter Education Certificate, if born after 1973.

Ability to attend meetings called for Directors and general membership.

Ability to perform all necessary duties of the office.

Must have knowledge and aptitude needed for office.

Should possess a valid current Wisconsin Hunting or Fishing license for the current year..

1. I have read the bylaws of this Club, and understand my duties and responsibilities and intend on fulfilling those duties if elected.
2. I am willing to commit the needed time and energy to be an Officer or Director.
3. I have obtained the necessary endorsements from fellow club members.
Have the necessary endorsements sign the back side of this form, if you are nominated after the February General Membership meeting. Make sure they include their membership number by their name

4. Check those that you feel apply to you:

- Leadership skills
- Public Speaking ability
- Finance Experience
- Business Management Experience
- Mechanical Experience
- Budget analysis/writing
- Contract Experience
- Marketing Experience
- Teaching skills
- Typing Skills
- Own a personal computer

Signed: _____ Membership ID# _____

Form #3