



## **Sandy Pond Sportsmen's Association By Laws**

### **Article I**

The name of this organization shall remain "The Sandy Pond Sportsmen's Association".  
The address shall be 3201 County Route 15, Pulaski, New York 13142

### **Article II**

#### **PURPOSE**

The primary purpose of this organization shall be:

- A. To promote the betterment of our natural environment and resources through active involvement in and contribution to conservation and preservation activities;
- B. To work with other agencies both public and private in the promotion of our natural resources to include Wildlife, Physical resources in the Sandy Pond Region;
- C. To assist youth in developing the means to enjoy the community in which they live through club scholarships and authorized safety and training courses and other similar activities;
- D. To provide club members with various forms of social interaction by promoting entertainment, social affairs, celebrations, lectures, exhibitions and competitive games and competition for the betterment of the membership;
- E. To provide Club facilities that will serve as adequate sites for training, social interaction for members and their families, for groups within the community at large and to perform charitable activities within the community;
- F. The organization shall be dedicated exclusively to the advancement of the pleasure and recreation of its members and the betterment of the club facilities, but not for any pecuniary gains of its members, directors or officers.

## Article III

### GOVERNANCE

- A. All power and authority of the organization, except as otherwise specified shall be vested in the Board of Directors.
- B. All property and assets of the organization shall be subject to the direction and control of the Board of Directors and the Board of Directors shall authorize all expenditures. The organization shall be operated strictly as a not-for-profit association and all profits and assets of the organization shall be devoted to the betterment of the organization. No member, Trustee or Officer at any time shall receive any of the net earning or profits of the operations of this organization. Upon the dissolution of the organization, whether voluntary or involuntary, the assets of the organization after all debts have been satisfied shall be distributed in such amounts and in such manner as a majority of the Board of Directors may determine at a special meeting duly called exclusively for such purpose. Any distributions to members shall be determined by length of membership and dues paid throughout the membership; giving fair consideration to all by determining a refund amount per year.
- C. There shall be four Officers; the President, the First Vice President, the Second Vice President and the Secretary; each to be elected annually in July and to hold office for a period of one year or until their successor is elected and qualified.
- D. The number of the Board of Directors shall be Nine (9), including Five (5) Trustees and Four (4) Officers. Of the Nine Board Members, the four officers and two trustees shall be elected for a one-year term, one trustee shall be elected for a three-year term. Two trustees shall descend from prior three-year and two-year positions; and are appointed to two-year and one-year positions. The outgoing President may elect to serve in one of the electable one-year terms. Trustees shall be elected along with the President, First Vice-President, Second Vice-President and Secretary at each annual meeting in July; except as provided here after.  
If no candidate for President runs for election, the 1<sup>st</sup> Vice President shall assume the President duties until a time when a new President is elected. A temporary Trustee will be appointed to serve on the Board until a new President is elected, maintaining Nine (9) votes on matters.
- E. The position of Treasurer, Bell Jar Manager, Gaming Manager (Queen of Hearts, Raffles, etc) and Bar Manager are to be appointed by a majority of Board of Directors and not elected. Thus, they have no voting power.
- F. Any Officer or Trustee whose membership terminates for non-payment of dues or failure to attend meetings of the Board of Directors of general membership meetings shall be vacated from office and his/her post as Officer or Trustee shall be filled by appointment by the Board of Directors. This appointment will only be recognized until the next election.
  - a. Absence from three (3) consecutive meetings may constitute grounds for termination. In each case the Board will consider the situation and vote upon it. A majority will rule. In the event of a tie, the president will make a determining vote.
- G. Every Officer and Trustee shall be a member in good standing and a member for a period of at least two (2) years.
- H. The Board of Directors shall insure all general funds are deposited in a bank of their designation and may be withdrawn only by the signatures of the Treasurer and one other Board Member designated by the Board of Directors. All expenditures, other than normal operating expenses, in the amount of

\$2500 or more, or projects estimated at \$2500 or more, must be approved by a majority vote of membership at any monthly meeting; EXCEPT in an Emergency; defined as an immediate need to protect the interest of the Association, may be addressed and money expended, upon a majority vote of the Board of Directors.

- I. The Capital Reserve Account (Investment Account) may be accessed only by majority vote of the Board of Directors in a duly convened meeting.
- J. Meetings of the Board of Directors shall take place prior to the general membership meeting each month unless otherwise arranged by the Board. At any Board of Directors meeting, two thirds of Board members (6) shall constitute a quorum. In the event of a tie vote regarding any matter other than absence from board meetings, the issue will be shelved until the next meeting where the Board of Directors in attendance exceeds the required quorum of (6).
- K. The unapproved minutes of the previous general membership meeting shall be read at the beginning of each general membership meeting and voted on for approval.
- L. Special meetings of the Board of Directors shall be called by the President at the request of three (3) Board members.
- M. In the event that any meeting should fall on a legal holiday, such meeting will take place one week from the holiday.

## Article IV

### ELECTION

- A. Annual elections will be held at the regularly scheduled meeting membership in July. Any eligible member wishing to be a candidate for office MUST:
  - a. After April 1, obtain a petition from the club.
  - b. Obtain in person the signatures of not less than ten (10) members. A member shall sign only one petition for each of the seven positions elected each year (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, 3 year Trustee, and two 1 year Trustees). Duplicate signatures on two petitions for the same position will be struck from both petitions.
  - c. Submit the completed petition to the Secretary not later than June general membership meeting..

### Eligibility For Election and Required Recusal

- A. A member must be in good standing to be eligible for office. A member in good standing is defined as having dues paid in full and no current or pending disciplinary action.
- B. A member with a past felony criminal record cannot hold office in accordance with ABC licensing requirements. The President and Vice Presidents must be able to obtain and hold a license in accordance with ABC laws.
- C. An Officer or Trustee must be at least 21 years of age.
- D. No two persons from the same immediate family (i.e.: spouses, grandparents, parents, sons, daughters, siblings and domestic partnerships) will be eligible to be elected to or appointed to serve on the Board during the same term of office. Any other application for elected office with a potential

conflict of interest with familial relationship (i.e. cousins, aunts, uncles, etc. ) shall be approved by a majority of the Board to determine eligibility for election to the Board of Directors.

- E. No persons serving in a position of Bar Manager, Bell Jar Manager or Gaming Manager will be eligible to be elected to serve on the board. Any board member who is an immediate family member of any person in those positions will abstain from discussions and/or voting on any matter pertaining to supervision of those positions.
- F. Other members who are employed in other various positions by the Club will be eligible for election but will be required to recuse themselves and abstain from any discussion or voting on matters of employment. Any Board member who is related to any employee shall recuse and abstain from discussion and voting regarding any matters pertaining to that employee or any matter regarding employment that is potentially a conflict of interest.

#### Appointment of Election Committee

The President with the approval of the Board of Directors shall not less than 60 days in advance appoint two members and one board member not currently running for election to an Election Committee. President shall appoint one of those individuals as a chair. This committee will monitor the absentee ballot and election process to ensure compliance with SPSA by-laws. They shall count the votes on Election Day and the Election Committee Chairman will announce the winner of each contested position. The chairman will seal and maintain the cast ballots and a copy of the Election Day sign in log until the next annual election.

#### Voting on Election Day

Voting will be conducted immediately following the membership meeting and will be held from 12:30 to 1:30 pm. Absolutely no campaigning or gerrymandering will be allowed on the Club premises on Election Day. Each member voting shall sign in the meeting registration log next to their name on the current membership list. Each voting member will cast one secret ballot and place his/her vote in the ballot box. The President, by motion, will cast one vote at the general membership meeting for each uncontested Board position.

#### Absentee Ballots

A member in good standing may request an absentee ballot for the purpose of voting in the elections after the nominations are closed. The member must provide a self-addressed stamped envelope along with their request for an absentee ballot to the club Secretary. Only one (1) ballot and ballot envelope will be sent in an envelope to each individual requestor. No ballots will be given out at the club. The Secretary will record the ballot on a special log by number and name of the requestor. A single ballot will then be mailed to the requestor. All ballots must be returned by mail to the attention of the chairman of the Election committee and received prior to the July elections. Sealed ballot envelopes will be verified with the requestor log. They will remain sealed and will then be opened on Election Day by the Voting Committee, Verified and counted by the committee.

## **Article V**

### **DUTIES OF OFFICERS**

- A. The President shall serve as chief executive of the organization, shall preside over all meetings, and supervise all organizational affairs and activities. As Chief Executive Officer of the Organization the President or Acting President shall be authorized to approve expenditures without the approval of the Board of Directors as long as said amount does not exceed five hundred dollars. This privilege may be revoked by a majority vote of the Board of Directors if abuse or misuse of this fund is evident.
- B. The 1<sup>st</sup> Vice President shall preside at the meetings in the absence of the President and shall also work with the President on all affairs and activities of the organization. The Vice President shall assume the Presidential responsibilities in the event the President is for any reason unable to fulfill these duties.
- C. The 2<sup>nd</sup> Vice President shall preside at the meetings in the absence of the President and the 1<sup>st</sup> Vice President; and shall also work with the President on all affairs and activities of the organization. The 2<sup>nd</sup> Vice President shall assume the Presidential responsibilities in the event the President and the 1<sup>st</sup> Vice President are for any reason unavailable to fulfill these duties.
- D. The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. The Secretary shall read the minutes of the prior general membership meeting at the beginning of the current membership meeting. The Secretary shall type and post a copy of all general membership meeting minutes within the club facility upon approval of the minutes by the Board of Directors. The Secretary shall be the custodian of all official records of the organization with the exception of the financial records. The Secretary will establish and maintain paper filing systems which are required for year to year operation of the SPSA. In addition, the Secretary will establish electronic data base storage systems to facility storage of all official records of the SPSA with the exception of club financial records which will be filed under separate legally required reporting systems. These storage systems shall include but not be limited to membership files, minutes of meetings, licensing applications and licenses, legally required reporting forms, insurances, club calendar, event reports, club correspondence and a calendar tickler system to announce upcoming legal deadlines and due dates. The systems will be password coded to protect the files from overt and covert dissemination of personal identifying information as required by law. The President and Secretary shall maintain the password code and the President shall determine which Officers, Trustees and Club Managers have access to these files. Under no circumstance shall any member disseminate the contents of these files to any sources without authorization of the President. Under no circumstance will personal identifying information be disseminated. The Secretary shall in co-operation with the Membership Committee maintain a current membership listing.
- E. The Board of Director appointed Treasurer, shall give a written and oral financial report every month to the Board of Directors at their meeting and to the membership at the general meeting. The Treasurer shall maintain a permanent record of all financial transactions other than legal gaming records which require separate reporting. The Treasurer shall have custody of all the organizations financial records, shall maintain accurate accounting systems and shall be responsible for preparing an annual budget. The Treasurer is also empowered and directed to pay all the bills of the organization in a timely fashion upon initialed approval of the bills by the President or Vice Presidents in descending order due to absences. The Treasurer shall electronically store the financial records of the club on a monthly and year to date basis. This data can be stored on a data storage thumb drive which will be updated monthly and stored in a secure manner. This data base will be password coded to avoid overt

or covert dissemination of personal identifying information as required by law. Only the President, 1<sup>st</sup> Vice President, and Treasurer shall have direct access to these files. Members requesting information from the financial records can make a request to the President and the President may direct the dissemination of the requested material. Under no condition will personal identifying information be requested or disseminated.

- F. The Bell Jar Manager shall be appointed by the President with the approval of the Board of Directors. The Bell Jar Manager shall have responsibility for and custody of all Bell Jar activities. The Bell Jar Manager shall maintain accurate accounting and reporting systems, maintain reconciled accounts in approved banks, file all necessary and required reports, and assure full compliance with the rules and regulations of the NYS Racing and Wagering Commission. The Bell Jar Manager shall provide a written monthly report to the board of directors and the general membership.
- G. The Bar Manager shall be appointed by the President with the approval of the Board of Directors.
  - a. A complete description of the Bar Manager duties is contained within written standard operating procedures approved by the Board of Directors.
- H. The Gaming Manager (Queen of Hearts/ Raffles) shall be appointed by the President with the approval of the Board of Directors. The Gaming Manager shall maintain accurate accounting and reporting systems, maintain reconciled accounts in approved banks, file all necessary and required reports, and assure full compliance with the rules and regulations of the NYS Racing and Wagering Commission. The Gaming Manager shall provide a written monthly report to the board of directors and the general membership.

## Article VI

### MEMBERSHIP

- A. Any person who is of legal age established by the current New York State ABC Laws is eligible for membership in this organization. (As of the approval of these by-laws, that age is 21 years)
- B. Applications for membership:
  - a. Must be in writing and completed in entirety on the application form approved by the Board of Directors for each individual applicant.
  - b. Each applicant must be sponsored by two members. The sponsors must be members in good standing for a minimum of 2 years.
  - c. Must be accepted by a majority of the Board of Directors.
  - d. Dues must be paid within 30 days of approval
- C. The Board of Directors may by a majority vote terminate, for cause, the membership of any member.
- D. All Presidents who have fulfilled a minimum of three terms and their obligations in office shall be eligible for an honorary life membership upon approval by a majority vote of the Board of Directors.
- E. There will be three classes of membership:
  - a. Honorary Membership – to be granted solely upon approval by majority vote of the Board of Directors and duly recorded in its minutes.
    - i. For extraordinary service to the club that greatly exceeds expectations.
    - ii. For any period of time as determined by the Board
    - iii. The Board of Directors may, upon majority vote and by duly recording in its minutes, bestow a posthumous recognition upon any deceased member. This recognition shall consist of the deceased members' name being posted on the LIFETIME MEMBERS board in an appropriate location. The Board may establish a cost for this recognition.
  - b. Life Membership - may be purchased at any time by any member in good standing and upon payment of a fee in accordance with existing written policy.
  - c. Regular Membership – as previously stated
- F. Dues in the amount established by the Board of Directors for the year shall be due on January 1 of each year and must be paid by March 1<sup>st</sup> of the current year. In the event a member's dues are not paid by March 1<sup>st</sup> of the current year, the membership will be suspended. The suspension of a member in good standing will be lifted upon payment of the late dues plus a reinstatement penalty in an amount established by the Board of Directors. If a membership has been suspended for unpaid dues and the dues continue to be unpaid through December 31<sup>st</sup> of the current year the member will be removed from the membership rolls. A member removed from the membership rolls will be required to go through a new application process to become a club member.

**Article VII**

STANDING COMMITTEES

- A. The Board of Directors may form committees as deemed necessary for the betterment of the organization. These may consist of but are not limited to: Election, Entertainment, Membership and Event Committees.
- B. Audit – The President shall appoint a three-person committee consisting of one member of the Board of Directors and two members in good standing who shall at a minimum of two times per year audit both the Treasurer’s and Bell Jar Manager’s reports. Quarterly audits are preferred.

**Article VIII**

AMENDMENTS

These By-Laws may be amended by a three-fourths vote of the Board of Directors, and a majority vote at the general membership meeting; at two consecutive meetings.

On this day May \_\_, 2018 RESOLVED THAT THE BY-LAW AMENDMENTS CONTAINED HEREIN ARE APPROVED BY THE BOARD OF DIRECTORS.

Moved by: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Carried \_\_\_\_\_ Rejected \_\_\_\_\_

These By Laws along with the approved amendments were presented and approved by the Board of Directors of the Sandy Pond Sportsmen’s Association at this meeting on the \_\_\_ day of May, 2018 as attested to by the signatures below:

John Beach, President

John Beach

Tim Conklin, 1<sup>st</sup> Vice President

Tim Conklin

Roy Narish, 2<sup>nd</sup> Vice President

Roy Narish

Cindy Love, Secretary

Cindy Love *Count Sec.*

Brian Koons, 3-year Trustee

Brian Koons

Jack Vida, 2-year Trustee

Jack Vida

Ron Lamb, Trustee

Ronald C. Lamb

Garv Dawley, Trustee

Garv Dawley

Jim Fowler, Trustee

Jim Fowler