

Sandy Pond Sportsmen's Association By-Laws

Article I

The name of this organization **will** remain "The Sandy Pond Sportsmen's Association".

The address **will** be 3201 County Route 15, Pulaski, New York 13142

Article II

PURPOSE

The primary purpose of this organization **will** 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 Wildfire, 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 **will** 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 financial or personal** gains of its members, directors or officers.

Article III

GOVERNANCE

- A. All power and authority of the organization, except as otherwise specified, **will** be vested in the Board of Directors.
- B. All property and assets of the organization **will** be subject to the direction and control of the Board of Directors and the Board of Directors **will** authorize all expenditures. The organization **will** be operated strictly as a not-for-profit association and all profits and assets of the organization **will** be devoted to the betterment of the organization. No member, Trustee or Officer at any time **will** receive any of the net earnings or profits **from** 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 **will** 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 **will** be determined by length of membership and dues paid throughout membership; giving fair consideration to all by determining a refund amount per year.
- C. There will be four Officers; the President, the First Vice President, the Second Vice President and the Secretary; each to be elected **annually** **at the annual meeting** in July. **The President and the First Vice President to hold office for a**

period of two years, the Second Vice President and the Secretary for a period of one year. ~~or until their successor is elected and qualified~~— The President will run for office on even years and the 1st Vice President on odd years.

- D. The number of the Board of Directors will be nine, including five Trustees and the four Officers. ~~Of the Nine Board Members, the four officers and~~ Two trustees will be elected for a one-year term, one trustee will be elected for a three-year term. Two trustees will descend from prior three-year and two-year positions; and are appointed to two-year and one-year positions at the annual meeting in July.

The outgoing President may elect to serve in one of the electable one-year terms. Trustees will be elected along with the ~~President, First Vice President, Second Vice President and Secretary~~ Officers at each the annual meeting in July. ~~except as provided here after.~~

In the event that ~~if~~ no candidate runs for the position of ~~for~~ President ~~runs for election~~, the 1st Vice President will assume the ~~duties of the~~ President ~~duties~~ until a time when a new President is elected. Additionally, the Board will appoint a ~~A~~ temporary Trustee will be appointed to serve on the Board, ensuring that there are nine votes on all matters until a new President is elected, ~~maintaining nine 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 the Board of Directors annually at the July meeting and are 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 ~~or general~~ membership meetings will be ~~vacated~~ removed from office and their post as Officer or Trustee will be filled by appointment by the Board of Directors. This appointment will only be recognized until the next election.
- a. Absence from three 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 the determining vote.
- G. Every Officer and Trustee will be a member in good standing and a member for a period of at least two years.
- H. The Board of Directors will ensure 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. This should be reviewed and updated periodically. All expenditures, other than normal operating expenses, in the amount of ~~\$2500~~ \$5,00 or more, or projects estimated at ~~\$2500~~ \$5,000 or more, must be approved by a majority vote of the membership at any a monthly meeting; EXCEPT in an Emergency; defined as a 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 a majority vote of the Board of Directors in a duly convened meeting.
- J. Meetings of the Board of Directors will take place prior to the ~~general~~ general membership meeting each month unless otherwise arranged by the Board. At any Board of Directors meeting, two thirds of Board members (six) will constitute a quorum. In the event of a tie vote regarding any matter other than absence from board meetings, the issue will be ~~shelved~~ tabled until the next meeting where the Board of Directors in attendance exceeds the required quorum of six.
- K. ~~The~~ Unapproved minutes of the previous Board and ~~general~~ general Membership meetings will be read distributed, summarized and voted for approval at the ~~beginning~~ start of each corresponding meeting. ~~and voted on for approval.~~
- L. Special meetings of the Board of Directors will be called by the President at the request of three Board Members.
- M. In the event that any meeting should fall on a legal holiday, such a meeting will take place one week from the holiday, at the discretion of the Board.

Article IV

ELECTION

- A. Annual elections will be held at the regularly scheduled meeting membership in July. Elections will be held annually following the July membership meeting. Any eligible member wishing to be a candidate for office MUST:
- After April 1, obtain a petition from the club.
 - Obtain in person the signatures of not less than ten members.
 - A member will sign only one petition for each of the seven positions elected each year (President, 1st Vice President, 2nd Vice President, Secretary, three-year Trustee, and two 1-year Trustees); that are up for election – President or 1st Vice President, 2nd Vice President, Secretary, and the three-year Trustee. For the two 1-year Trustee positions, members may sign up to two petitions).
 - Duplicate signatures on two petitions for the same position will be struck removed from both petitions.
 - Submit the completed petition to the Secretary not no later than the June general m 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 for a period of at least two years in order to run for office.
- C. 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 the ABC laws.

An Officer or Trustee must be at least 21 years of age. Omitted because – per ABC Laws a member must be 21 years of age and per by-laws an officer needs to have been a member for at least two years to run for office

- D. No two persons from the same immediate family (i.e.: spouses, grandparents, parents, sons, daughters, siblings, and domestic partnerships, etc.) 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.) will be approved by a majority of the Board to determine eligibility for election to the Board of Directors.
- E. No persons serving in a the position of Treasurer, Bar Manager, or 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 recuses recuse themselves and abstain from any discussion or voting on matters of employment. Any Board member who is related to any employee will recuses recuse and abstain from discussion and voting regarding any matters pertaining to that employee or any matters regarding employment that is potentially a conflict of interest.

Appointment of Election Committee

The President with the approval of the Board of Directors will not less than 60 days in advance appoint two members and one Board Member not currently running for election to an Election Committee. President will appoint one of those individuals as a chair. The committee will monitor the absentee ballot and election process to ensure compliance with SPSA by-laws. They will count the votes on Election Day and the Election Committee 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. appoint two members and one Board Member not currently running for election to an Election Committee at least 60 days in advance of the election. The President will designate one of these individuals as the chair. The committee will oversee

the absentee ballot and election process to ensure compliance with SPSA by-laws. They will count the votes on Election Day and announce the winner of each contested position. The chair 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 July membership meeting and will be held from 12:30 to 1:30 pm. Absolutely no campaigning or gerrymandering campaigning will be allowed on the Club premises on Election Day. Each member voting will 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 their vote in the ballot box.

The President, by motion, will cast one vote at the July 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 at the June Membership Meeting. The members must provide a self-addressed stamped envelope along with their request for an absentee ballot to the club Secretary. Only one ballot request can be made per member. Only one The ballot and ballot envelope will be returned sent in an in the self addressed envelope to each individual requestor. No ballots will be given out at the club.

The Secretary will record the ballot on a special ballot 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 chairperson 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: until Election Day, when the Election Committee will open, verify, and count them.

Article V

DUTIES OF OFFICERS OF THE BOARD OF DIRECTORS

- A. The President will serve as chief executive of the organization, will preside over all meetings, and supervise all organizational affairs and activities. As Chief Executive Officer of the Organization the President or Acting President will be authorized to approve expenditures without the approval of the Board of Directors as long as said amount does not exceed five hundred dollars \$1000.00. This privilege may be revoked by a majority vote of the Board if abuse or misuse of this fund is evident.
- B. The 1st Vice President will preside at the meetings in the absence of the President and will also work with the President on all affairs and activities of the organization. The 1st Vice President will assume the Presidential responsibilities in the event the President is for any reason unable to fulfill these duties.
- C. The 2nd Vice President will preside at the meetings in the absence of the President and the 1st Vice President; and will also work with the President on all affairs and activities of the organization. The 2nd Vice President will assume the Presidential responsibilities in the event the President and the 1st Vice President are for any reason unavailable to full fill these duties.
- D. The Secretary will give notice notify members of all regular and special meetings (Board and Membership) and shall keep a maintain permanent records of the minutes of such meetings.

Draft Membership meeting minutes will be posted on the Club's bulletin board within one week and once approved , on the SPSA website. Draft Board meeting minutes will be emailed to the Board one week before the next Board meeting.

At each meeting, the Secretary will read distribute and summarize the previous corresponding meeting's minutes. Any corrections to the minutes will be noted and the minutes will be voted on to be approved. of the prior general membership meeting at the beginning of the current membership meeting. The Secretary will 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 will be the custodian of all official records of the organization with the exception of the except-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 facilitate storage of all official records of the SPSA with the exception of the club financial records which will be filed under separate legally required reporting systems. These storage systems will 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 protected to protect the files from overt and covert dissemination of personal identifying information as required by law. The President and the Secretary will maintain the password code and the President will determine which Officers, Trustees and Club Managers have access to these files. Under no circumstances will personal identifying information be disseminated which will be kept securely. The President will determine access to these files, ensuring no personal identifying information (PII) is shared.

The Secretary will in cooperation with the also assist the Membership Committee as needed. maintain a current membership listing.

- E. The Trustees will attend club meetings and vote on items based on the best interests of the membership. Trustees will support the officers in all affairs and activities of the organization.

Article V.I

DUTIES OF OTHERS

- A. The Board of Director appointed Treasurer, will have a written and oral distribute and summarize a financial report every month to the Board of Directors at their meeting and to the membership at the general Membership meeting.

The Treasurer will maintain a permanent record of all financial transactions other than legal gaming records which require separate reporting.

The Treasurer will have custody of all the organization's financial records, will maintain accurate accounting systems and will 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 will 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 database will be password coded to avoid overt or covert dissemination of personal identifying information as required by law. Only the President, 1st Vice President, and Treasurer will 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. store the club's financial records, updating them monthly in a secure manner. Only the President, 1st Vice President, and Treasurer will have direct access. Members can request financial information from the President, who may authorize its release. Personal identifying information (PII) will not be shared.

- B. The Bell Jar Manager will be appointed by the President with the approval of the Board of Directors yearly at the August Board Meeting. The Bell Jar Manager will have the responsibility for and custody of all Bell Jar activities.

The Bell Jar Manager will 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 will provide a written monthly written report to the Board of Directors and the general membership.

- C. The Gaming Manager (Queen of Hearts / Raffles) will be appointed by the President with the approval of the Board of Directors yearly at the August Board Meeting.

The Gaming Manager will 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 will provide a written monthly report to the Board of Directors and the general membership.

- D. The Bar Manager will be appointed by the President with the approval of the Board of Directors yearly at the August Board Meeting.
- a. A complete description of the Bar Manager duties is contained within the standard operating procedures approved by the Board of Directors.

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 two one years.
- c. Must be accepted by a majority of the Board of Directors.
- d. Dues must be paid within 30 days of approval.

The Following in green in old By-Laws, are in new by laws, but are-organized ... See red Below...

- 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 will be eligible for a 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 a majority vote of the Board of Directors and duly recorded in the 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 will consist of the deceased member's 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 will be due on January 1st each year and must be paid by March 1st of the current year. In the event a member's dues are not paid by March 1st 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 31st 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.
- C. There will be three classes of membership:
- a. Regular Membership
 - Pays dues yearly
 - b. Life Membership
 - May be purchased by any member in good standing for at least two years. A lifetime membership application must be completed, along with the payment due and submitted to the Board of Directors for approval.
 - c. Honorary Membership
 - For their extraordinary service to the club that greatly exceeds expectations an Honorary membership may be granted by the Board for any time period the Board feels appropriate.
 - The Board of Directors may bestow posthumous recognition upon any deceased member. This recognition will consist of the deceased member's name being posted on the Memorial Board located in the club. The Board may establish a cost for this recognition.
 - All Presidents who have fulfilled a minimum of three terms and their obligations in office will be eligible for an honorary life membership upon approval by a majority vote of the Board of Directors.
- B. Annual dues, as set by the Board of Directors, are due on January 1st and must be paid by March 1st. If not paid by March 1st, the membership will be suspended. Suspension will be lifted upon payment of late dues plus a reinstatement penalty set by the Board. If dues remain unpaid through October 31st, the member will be removed from the membership rolls and must reapply to join the club.
- C. The Board of Directors may by a majority vote terminate, for cause, the membership of any member.

Article VII

STANDING COMMITTEES

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: Entertainment, Membership and Event Committees.

Audit – The President shall may appoint request a three-person committee consisting of one member of the Board of Directors and two members in good standing who shall may at a minimum of two times per year audit both the Treasurer's and the Bell Jar Manager's reports. Quarterly audits are preferred.

Article VIII

AMENDMENTS

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

Revised: Board Approval --

General Membership Approval --

General Membership Approval --