

# **By-Laws of the Brownsburg Conservation Club, Incorporated**

## **Updated February 2020**

### **Article 1 – Name, Object and Authority**

#### **Section 1- Name**

The name of this organization shall be the Brownsburg Conservation Club, Inc., Hereinafter referred to as the club.

#### **Section 2- Object**

The object of this club is to incur a true spirit of sportsmanship and the understanding among our rural and city members of social entertainment and outdoor activities.

#### **Section 3- Authority**

This club shall have the powers and authority of “corporation Not for Profit” under Chapter No. 157, Acts of 1935.

### **Article 2-Membership, Dues and Suspension**

#### **Section 1- Membership Defined**

The membership of this club shall consist of

- a. Members in good standing.
- b. Probationary membership.

Members in good standing shall be those members whose current dues are paid, have been approved for membership under Section 3. And have not been suspended by a majority vote of the Board or Directors.

Probationary membership shall be those individuals who have made application to the club, have paid their dues, and have not been approved under Section 3. All probationary members must receive club orientation prior to becoming a member in good standing. Probationary members are not eligible to receive range privileges accorded to members in good standing, unless that individual is accompanied by a member in good standing.

### **Section 2-Eligibility for Membership**

Application for membership shall be submitted in writing to a club officer or a member of Board of Directors. Applicants shall attend a regular meeting at which he/she will receive orientation. Applicants for membership must have reached the 18<sup>th</sup> Birthday.

Family- The immediate family of a member in good standing shall have all club privileges accorded to the member and must be accompanied by a club member. Family members who have reached the 21<sup>st</sup> birthday and use the club on a regular basis shall be expected to apply for membership.

Guests- All guest must be accompanied by a member in good standing. Guest who use the club facilities on a regular basis shall be expected to apply for membership. This provision does not apply to competitors attending club sanctioned events.

### **Section 3-Probationary Member Orientation**

All probationary members shall receive an orientation on club policies and procedures prior to being approved for membership. The orientation shall be given at a regular club meeting. The orientation shall include, but not be limited to, a verbal review of club policies and range procedures, and a tour of the club facilities with a special emphasis on shooting safety. The orientation shall be provided by a

club officer, Board of Director member, or their designee. The applicant becomes a member in good standing upon a majority of vote of the membership at a regular meeting.

#### **Section 4-Membership Dues**

Membership dues shall be established at the Annual Meeting to be effective on January 1<sup>st</sup>. All dues shall be paid by January 31<sup>st</sup>. Any new members joining after September shall be billed at a prorated sum for the balance of the current year.

Any assessments levied against the membership will be justified and approved by the Board of Directors.

#### **Section 5-Suspension**

Any member of the club may be expelled at any time, for cause, upon a majority vote by the Board of Directors at any club meeting.

### **Article 3-Directors: Election, Qualifications and Duties**

#### **Section 1- Directors; Elections**

The Board of Directors shall consist of five (5) members. The members are to be elected to a one-year term at the December Meeting each year.

#### **Section 2-Qualifications**

Members must be in good standing for one (1) year to be eligible for nomination as a director.

#### **Section 3- Duties**

They shall have the power to fill any office or vacancy that may occur.

They shall have the power to investigate and make all decisions in all violations of these by-laws and to make and interpret all rules.

They are to investigate and make recommendations on all new membership applications received.

They shall have the power to make immediate decisions deemed necessary for the benefit of the club when time will not permit waiting for a regular meeting of the members. In such cases, available members of the Board are to be informed and majority vote of those present and voting is necessary for action.

#### **Article 4- Officers: Elections, Qualifications and Duties**

##### **Section 1-** Officers

The officers of the club shall be president, vice-president, secretary and treasurer.

##### **Section 2-** Elections

Nominations will be made and seconded at the annual meeting. A majority vote of all members in attendance is necessary for election. Newly elected officers assume their official duties immediately following the meeting at which they are elected.

##### **Section 3-** Qualifications

Members must be in good standing for one (1) year to be eligible for nomination of any office of the club.

##### **Section 4-** Duties

President: It is their duty to preside at all meetings of the club. He is to make appointments of any committees deemed necessary for the operation of the club.

Vice-President: It is their duty to preside in place of the president is unable to attend. If both the president and vice-president are unable to attend a member of the Board of Directors may preside.

Secretary: It is their duty to take all minutes of each meeting; to handle all correspondence and records of the club except those records that are necessary for the treasurer.

Treasurer: It is their duty to receive all money paid into the club and pay all bills incurred by the club; to furnish a monthly financial report to the club or upon demand of the Board of Directors for consideration and approval.

The offices of secretary and treasurer can be combined if conditions warrant and the recommendation to do so shall be presented to the Board of Directors for consideration and approval.

Any officer or member of the Board of Directors shall act as a club delegate and shall attend all county and district meeting and make a report to the club membership.

## **Article 5** Meeting of Membership

### **Section 1**-Annual Meeting

The Annual Meeting of the membership is primarily held for the elections of new officers and members of the Board of Directors. This meeting shall be held on the second Monday of December.

### **Section 2**-Regular Meetings

The regular monthly meetings shall be decided at each Annual Meeting. Regular meetings may be changed by a majority vote of the members present and voting at annual meeting.

### **Section 3**-Quorum

A quorum of membership at any annual, regular or called meeting shall consist of three (3) Board Members.

## **Article 6**- Amendments

Any amendments of these by-laws shall be made in writing and presented to the Board of Directors for consideration and recommendation. The club membership at the next regular meeting of the membership will then vote on the proposed amendments at the next regular scheduled meeting.

**Article 7- Order of Business**

Meeting Called to Order

Reading of the Minutes

Financial Report

Correspondence

Membership Application and Voting

Old Business

Report on Standing Committees

Report of Special Committees

New Business

Adjournment

These By-Laws were voted on and Approved on 9 March ,2020