



PARDOE SPORTSMEN'S ASSOCIATION

ESTABLISHED 1949

BYLAWS

ARTICLE ONE: NAME, PURPOSE AND OBJECTIVES

- A. The name of this organization shall be "Pardoe Sportsmen's Association," a non-profit organization incorporated on 1 April 1949, in the Commonwealth of Pennsylvania.
- B. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise, to its members.
- C. Hereafter any referral to Constitution and or By-laws shall be termed By-laws.
- D. The purposes for which it is formed are:
 1. To promote the propagation and conservation of the wildlife of our woods and streams, and to protect, at all times, in a legal and just manner, the interests of all true sportsmen;
 2. To create and foster a fraternal spirit among the sportsmen of our country, coordinating their interests, and unifying their actions toward the general improvement of wildlife sport conditions;
 3. To accomplish by precept and example the highest standards of sportsmanship, and to respect the rights of land owners at all times;
 4. To employ educational means of enlightening our members and the general public as to conditions of wildlife and their habitat, and to endorse and teach Safety First rules in all activities;
 5. To engage in exhibitions of skill in sports under general terms of rod, gun and dog; to sponsor at least one field day each year for such exhibitions;

6. To cooperate with and support the objects of the Pennsylvania Federation of Sportsmen's Clubs. The constitution and by-laws or any amendments thereto shall conform to and supplement, but shall not oppose or miscarry, the aims or objects of said Federation.

E. Objectives

1. The cooperation with other organizations to promote public safety, law and order, and the national defense.
2. The protection and defense of the inalienable constitutional right of the individual American citizen to acquire, transport, possess, carry, and transfer ownership of arms, in order that the people may exercise their right to self-preservation and defense of family, person and property, as well as defend the national and the individual liberty of its citizens.
3. The promotion of marksmanship practice both as a sport and a fundamental aspect of national defense.
4. The promotion of all shooting sports.
5. The promotion of the highest degree of sportsmanship and good fellowship among the membership of the Association, and to prevent the occurrence or tolerance of unsportsmanlike conduct.

ARTICLE TWO: AUTHORITY

These policies and procedures shall be attached to and made a part of the by-laws of the Association with the exception that they may be amended by a specific resolution requiring a two-third affirmative vote of the Board of Directors actually present during any such regular meeting. Those desiring to present a resolution should do so on the required form in the Appendix; read to the membership at the first possible meeting; discussion; then presented the revised resolution to the Board of Directors for a vote the next month. Please use form provided for ease and continuity.

ARTICLE THREE: MEETING

- A. For meeting dates and time refer to Policy and Procedures II.
- B. A quorum shall be defined as five (5) members in good standing or in lieu of that, the chairman may declare the session to be a meeting of the whole.

ARTICLE FOUR: MEMBERSHIP

Definition: Membership shall be comprised of law-abiding citizens and legal aliens who subscribe to and are submissive to our Constitution and By-laws and pay dues. For expanded explanation see Policies and Procedures for membership.

ARTICLE FIVE: OFFICERS

- A. **THE PRESIDENT.** It shall be the duty of the President to: preside at all meetings of the members of the Association and the Board of Directors; suggest and initiate the policies of the Association; direct and oversee the business and operations thereof, be Chairman of the Board of Directors; to appoint committees; affix the President's signature to all legal documents of the Association; and with the exception of the Nominating Committee, be an ex officio member, with a vote, of all standing and special committees of the Association.
- B. **THE VICE PRESIDENT.** It shall be the duty of the Vice President to preside in the absence of the President or at his request.
- C. **THE SECRETARY.** It shall be the duty of the Secretary under the direction of the President to: maintain the records of all members' meetings of the Association; give notice to all members and generally to keep all records of the activities thereof.
- D. **THE TREASURER.** It shall be the duty of the treasurer under the direction of the President to: deposit all monies belonging to the Association in the name of the Pardoe Sportsmen's Association in an incorporated depository; keep an accurate detailed record of all gross cash/checks received and disbursements made for all accounts; present the records of all financial accounts, including the record of checks issued.
1. The Treasurer shall provide a full report of the Association's financial status at each members meeting if not required on a more frequent basis by the Board of Directors or a committee with a need for financial information.
 2. The treasurer shall assure that sufficient monies remain in the general fund at all times to support the membership.
 3. The records of all accounts shall be audited every January and July and a statement of financial condition shall be presented to the Board of Directors
 4. The Treasurer shall have a position bond, the minimum amount recommended is for the sum of fifty thousand dollars.

ARTICLE SIX: REMOVAL/REPLACEMENT OF OFFICERS

- A. In the event that a vacancy occurs, for whatever reason, the President shall nominate a replacement for the remainder of that term of office. The Board of Directors will then be charged with confirmation by a two-thirds (2/3) vote.
- B. Failure to elect a full five (5) member Board of Directors will require the President to nominate, from the membership, a replacement(s) to be confirmed by a two-thirds (2/3) vote of the members present.
- C. Officers and Board members may be removed from office by a two-thirds (2/3) vote at a regular meeting, provided that notice of such action shall be signed by twenty-five (25) members in good standing, and said notice was read at two (2) regular club meetings prior to the meeting of the scheduled vote.

ARTICLE SEVEN: RULES

- A. No alcoholic beverages are permitted on club grounds for any reason.
- B. Any member guilty of conduct unbecoming of a sportsman, or who willfully violates the rules of this constitution and by-laws may be expelled by two-thirds (2/3) vote of the membership in attendance at two (2) consecutive monthly meetings. In case of a tie vote, the president shall cast the deciding vote. Any person who forfeits membership for any cause whatsoever relinquishes all claims upon Pardoe Sportsmen's Association.

ARTICLE EIGHT: ELECTIONS

- A. The officers shall comprise the President, Vice President, Secretary and Treasurer, and be elected by written ballot by those members, in good standing, at the December meeting. Their terms of office shall be one year. In the event of a tie, another vote must be taken, however, after the fourth (4th) vote the election of that office must be declared null and void. Another election shall be ordered by the President at a future time to allow for campaigning for that office.
- B. The Board of Directors shall be five (5) in number, disbursed in the following manner: One 3 year term; two 2 year terms; two 1 year terms.
- C. The President shall appoint an ad hoc election committee, whose duty it shall be to prepare ballots and conduct the election.
- D. Nominations from the floor at the November meeting each year shall comprise the primary election.
 - 1. All nominees not present at the nomination meeting must be contacted by the election committee and their acceptance of each nomination be secured before listing on the ballot.

2. Failure to secure a nominee for an open office will permit the incumbent to be given the choice to continue in that office and the ballot is closed.
 3. The name of the nominee may appear in only one (1) office. The exception may be the combination of Secretary and Treasurer to be held concurrently.
 4. Write in votes are permitted.
- E. The election shall be held at the December meeting.
- F. Voting-notice will be given in the December newsletter that the annual election of officers will be at the December meeting and that it will be a closed meeting. Proof of membership will be necessary to vote (membership card).
- G. All elected officers and directors shall assume office at the January meeting following the election.

ARTICLE NINE: STANDING COMMITTEES

- A. Each standing committee chairman shall be appointed by the President.
- B. Special Committees may be established by the President or the Board of Directors for a period of time in order to perform the duties for which said committees were created. Special committees will report at such time and place as may be specified by the President or the Board of Directors.
- C. All standing committees of the Pardoe Sportsmen's Association shall provide detailed reports at the monthly Association meeting. See Policy and Procedures for list. Report format in Appendix.

ARTICLE TEN: ROBERT'S RULES

Robert's Rules of Order shall be the standard on all points not contained in the Constitution and by-laws of this Association.

ARTICLE ELEVEN: LOGO

The official logo of the Association is to be a keystone shape with the Pardoe Sportsmen's Association inside and a ruffed grouse below. This is the original and is to be maintained in perpetuity.

ARTICLE TWELVE: AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of the members present at the regularly scheduled monthly members meeting; provided that said amendment(s) shall have been submitted in petition form; signed by ten (10) members in good standing; read at one (1) meeting prior to the meeting at which it is to be voted on for adoption; but no later than the second meeting following the proposed amendment. See Policy and Procedures for details to audit the bylaws.

ARTICLE THIRTEEN: DISSOLUTION

In the event it becomes necessary to dissolve the Pardoe Sportsmen's Association, all assets will be liquidated and the proceeds disbursed to the Pennsylvania Federation of Sportsmen's Clubs. No officer or member is to benefit from the dissolution of the Association.



PARDOE SPORTSMEN'S ASSOCIATION

ESTABLISHED 1949

POLICIES AND PROCEDURES

I. GROUND RULES-USE

- A. Clean-up after use, all trash placed in proper receptacles.
- B. Family activities using the club should be scheduled through the Board of Directors, by mail, not less than fourteen (14) days in advance. Families of more than eight (8) people.
 - (a) Family activities are restricted to immediate members of the paid member (ie. spouse, children, siblings, parents). The Pardoe Sportsmen's Association shall not be held responsible, or liable for any injuries sustained while on club grounds.
 - (b) All activities are at your own risk.

II. MEMBERSHIP

- A. Membership year is from 1 July to 30 June of the following year.
- B. Dues are payable from 1 May onward. This includes renewals or new memberships.
- C. Dues will not be prorated.
- D. Adult memberships are from eighteen (18) years and over.
- E. Associate members are immediate family (spouses and or children under the age(s) of eighteen (18). They will have no voting rights.
 - 1. For juniors to use firing ranges, they must be accompanied by a parent or legal guardian. For sixteen to eighteen (16-18) year olds to be at the club without a parent, a written permission absolving the club of any liability and accepting responsibility for any damages incurred must be presented first. See Appendix for required information.
 - 2. Juniors up to sixteen (16) must be accompanied by a parent or legal guardian while on club grounds. Parents must remain within close physical proximity to children to prevent accidents.
- F. Law Enforcement membership is for groups only.

1. Members of law enforcement groups are permitted use of the club only as a group participant. Anyone desiring to use the club beyond those occasions must purchase an adult membership.
 2. Law enforcement groups are to be issued two membership cards with access to both indoor and outdoor ranges. One member of the group must display the membership card while on the grounds.
 3. Notification of intended use of the grounds should be given and approved prior to scheduled use. This is to prevent conflicts of time with other members.
 4. Law enforcement is expected to clean up the grounds and/or indoor range following use. This means that brass and or shot shells is retrieved and disposed of in proper receptacles, no paper targets are left on the range, and no litter remains.
 5. Any special requests by law enforcement groups will be considered by the Board of Directors. Cooperation is the goal.
- G. New membership cards will be mailed the third (3) Monday of June each year. Exceptions are for holidays.
- H. There will be no more honorary or paid Life Memberships.

III. MEETINGS

- A. Meetings will be held on the second (2nd) Monday of each month. The Board of Directors will meet at 7:00PM and the members will meet at 7:30PM.

IV. GUEST SPEAKERS

- A. No political campaigning allowed (this could jeopardize our non-profit status with the Internal Revenue Service.)
- B. Guests should address shooting, conservation, and the interests of all sportsmen.
- C. Length of speech to be determined by the chairman of the meeting.

V. NEWSLETTER

- A. There shall be a newsletter sent to all members either electronically or by mail each month. Its purpose is to keep members updated on activities of the club, any conservation, hunting, or sportsmen's concerns, and the latest news from the Pennsylvania Federation of Sportsmen's Clubs.
- B. The monthly newsletter should remain printed in color. As a marketing tool it negates the impact to print only in black and white.
- C. Proposed- that advertising be sold to defray the monthly cost of the newsletter.
1. Twenty-five dollars (\$25) for a business card size ad for the membership year (ie. 1 July through 30 June.) A business card must be submitted with fee for the ad. Pardoe Sportsmen's Association will not construct, compose or otherwise create an ad for the purchaser. Note the adherence to membership year for ease in renewing ads.

VI. VOTING METHOD

Shall be by written ballot. Qualified voters must have been a member in good standing for a period of not less than sixty (60) days prior to the election. Voting is restricted to the paid member, no substitutes shall be permitted.

VI. Club activities shall be approved by the Board of Directors.

VII. CONTINGENCY FUND

The Board of Directors shall be permitted authorization to use up to five-hundred dollars (\$500) for emergency purposes. Amounts in excess of said amount will require authorization of the membership.

VIII. INVENTORY

- A. An Inventory Officer shall be appointed from the Board of Directors to be responsible for conducting and reconciling the inventory.
- B. The Inventory shall be reconciled each year at the December meeting. The timing is Due to the elections, audits should be done before the elected assume office.
 1. Sequentially numbered property stickers shall be attached to each piece of Association property with the exception of fixed assets herein defined as having definite size and shape, are used in operations of the club, and are not intended for sale to customers.
- C. He/she will promptly report any anomalies in the inventory to the Board of Directors.
- D. Use of Association property off of club grounds must be approved by the Inventory Officer in advance and a club member must sign for it.
 1. The club member signing for property is held responsible for its return in good working order and will be charged with its replacement if not returned.
 2. Borrowing/using club property may be restricted due to a conflict of need.

IX. PROJECTS

- A. Present a diagram of proposal, if applicable.
- B. Be specific with requests ie. cost per unit, number of units, extended costs per item.
- C. For emergency approval the President is to call each member of the Board of Directors and explain the need and get a verbal approval from each or from a quorum (ie. three (3) people).
- D. Document for project proposal is available in Appendix.

X. BUILDING FUND

Annually on December 31, the treasurer shall determine the income, minus the expenses to determine the profit or loss for the year. Following this determination, in the event of

a profit, twenty-five percent (25%) is to be placed into the building fund for future use of the Association.

$\text{INCOME} - \text{EXPENSES} = \text{PROFIT/LOSS}$

While profit or loss is to be determined at the end of the calendar year, the twenty-five percent of the profit is not to be placed into the building fund until 30 June of the next year. This will insure that there are enough funds to get through the rest of the winter.

XI. AMENDMENTS

The above bylaws and policy and procedures shall be examined for needed changes no longer than every two (2) years from the date of adoption. They may be revised as needed prior to that time period.

RANGE



RULES

OUTSIDE

1. Always keep muzzle pointed in a safe direction.
2. Guns shall be unloaded when not in use.
3. Don't rely on your gun's "safety". Treat every gun as if it can fire at any time.
4. Only use designated target backstops.
5. Always wear eye and ear protection while shooting.
6. Shooting hours from 9 A.M. to sunset.
7. Be sure of your target and what's beyond!
8. No crossfire is permitted.
9. No uncontrolled and unsafe automatic fire is permitted.
10. Warn others before shooting.
11. All shooting will be on proper targets, no cans, bottles, etc.
12. **NO LITTERING!** All targets are to be removed after shooting. Brass is to be removed and placed in proper receptacles. All trash is to be removed from the range and placed in the trash can for the club.
13. Exceptions of rules may be granted by Board of Directors or when under rules of sanctioned shoots.
14. Violations of any of these rules will jeopardize the membership of the violator. Paid members are responsible for guests.
15. Clean up range after use, turn off lights, and lock building.
16. Any exceptions to the rules must be presented before the Board of Directors for approval.



RANGE RULES

INDOOR

1. Always keep the muzzle pointed in a safe direction.
2. Guns shall be unloaded when not in use.
3. Don't rely on your gun's "safety". Treat every gun as if it can fire at any time.
4. Caliber restrictions:
 - a. All rimfire is acceptable
 - b. Centerfire- up to 45 caliber handguns only
5. Eye and ear protection are required.
6. Indoor shooting 24/7
7. Paper targets only.
8. Actions are to be open when not firing.
9. All firearms shall be benched when anyone is beyond the firing point.
10. No fast draw or hip shooting indoors.
11. No full automatic fire.
12. Warn others before shooting.
13. No one under the age of sixteen (16) unless accompanied by a parent or legal guardian.
14. Violations of any of these rules will jeopardize the membership of the violator. Paid members are responsible for their guests.
15. Clean up range after use, close all windows, turn off lights, and lock the building.
16. Any exceptions to the rules must be presented before the Board of Directors for approval.

PARDOE SPORTSMEN'S ASSOCIATION

PARTICIPATION WAIVER OF LIABILITY

I, the undersigned, a (member/guest) of the Pardoe Sportsmen's Association having been given the privilege of using the club for the shooting of firearms.

1. I certify that I am proficient in the safe operation of firearms.
2. I acknowledge that the use of firearms is a dangerous activity and agree to exercise extraordinary care for myself and for others.
3. I acknowledge that the Association is not responsible for any injury or death as a result of discharge of any firearm, whether it be discharged by me or by another person on the property.
4. In consideration for use of this facility, I hereby release and absolve Pardoe Sportsmen's Association of any responsibility or liability for any such injury or death on the property, and I agree to hold the club harmless for any damages that may accrue to the Club as a result of any injury involving me.

In witness whereof, I set my hand and seal hereto, being legally bound hereby:

Signature

Date

Print Name

APPENDIX

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|----------------------------------------|------------|
| 1. Request for bylaw changes. | A102010rbc |
| 2. Inventory Form | A102010inv |
| 3. Permission for Juniors to Use Range | A102010jp |
| 4. Waiver of Liability | A82011waiv |

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These bylaws have been duly voted on and adopted this day, 11 June 2011.

