

CONSTITUTION AND BY-LAWS



September 22, 1951	Club Started
March 10, 1952	Original BY-LAWS
March 7, 1961	BY-LAWS Rewritten
March 30, 1965	BY-LAWS Rewritten
June 13, 1971	Proposed revision not approved
June 19, 1979	Constitution & BY-LAWS rewrite
March 15, 1988	Constitution & BY-LAWS rewrite
November 18, 1997	Constitution & BY-LAWS amended
January 18, 2000	BY-LAWS amended
February 15, 2000	BY-LAWS amended
July 16, 2002	Constitution amended
October 15, 2002	BY-LAWS amended
November 19, 2013	Constitution & BY-LAWS amended

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CONSTITUTION

ARTICLE I—NAME, STATUS, LOCATION, AFFILIATION

A. The name of this non-profit corporation shall be:

FENTON LAKES SPORTSMANS CLUB

B. This club is incorporated as a non-profit club under the laws of the State of Michigan.

C. This club is located in Fenton Township, Genesee County, State of Michigan

D. This club may be affiliated with Michigan United Conservation Clubs and/or others that may benefit this club and it's members

E. This club shall have perpetual existence

ARTICLE II—PLEDGE

A. I give my pledge as an American to save and faithfully defend from waste the natural resources of my country, it's air, soil and minerals, it's forests, waters and wildlife.

ARTICLE III—PURPOSE

A. The purpose of this club shall be:

1. To save and defend from waste, the natural resources of this country; it's air, soil, minerals, forests, waters and wildlife.
2. To educate the youth in the use and safety of firearms, to train for tournaments and to promote good sportsmanship.
3. To assist the Boy Scouts and other youth organizations with camping and nature studies on club grounds. To make gun and archery ranges available with the proper supervision and instruction.
4. To maintain our ranges for target shooting, hunter sight-in facilities, tournaments, **events**, and police department qualification and training.
5. To study local resource conditions and to cooperate with the proper authorities in securing conservation plans for the benefit of all the community
6. To support sound conservation policies and to oppose anti-conservation legislation.
7. To support good sportsmanship and safety and to respect the property rights of others at all times.
8. To affiliate and/or cooperate with other organizations as a further aid in bringing about these purposes.
9. To promote activities to help finance the goals of this corporation.

ARTICLE IV--MEMBERSHIP

- A. **REGULAR MEMBERSHIP** may be obtained by any person that is interested in the purpose of this organization and shall be eligible for membership upon the approval of the majority of the Board of Directors.
1. Memberships in good standing shall be entitled to vote.
 2. Minimum age for membership in Senior Club is 18 years of age.
 3. Initiation Fee, when applicable, shall have annual portion paid by the January election meeting of each year.
 4. Any member that is in arrears of dues as of the 31st of December of any year shall be given a written notice and a 15-day grace period to pay the dues. If the dues are not paid by the end of this period they will be dropped from the membership.
 5. Reinstatement of expired membership may be made according to the By-laws, ARTICLE III-C
- B. **LIFE MEMBERSHIP:**
1. Shall require election by **unanimous** vote of the Board of Directors and the majority vote of the members present at any regular meeting, and shall be awarded in recognition of distinguished service to this organization
 2. All past Presidents prior to March 1, 1979 have been awarded the honor of Life membership
 3. Subsequent to March 1, 1979 Life membership shall be awarded to Presidents after they complete two terms of office.
 4. Subsequent to March 1, 2012 Life membership shall be awarded to Vice Presidents after they complete six terms of office.
 5. Subsequent to March 1, 2012 Life membership shall be awarded to Directors after they complete ten years in office.
- C. **RETIREE MEMBERSHIP** shall be awarded to those who have five years of continuous membership AND who shall be at least 60 years of age AND shall be retired from work.
- D. **WORKING MEMBERSHIP** shall be for those who chair a division, commit to regular scheduled long term events such as running the clays desk, or do over 80 hours of club volunteer work per year, as recognized by a club manager.
- E. **JUNIOR MEMBERSHIP** shall be extended to those who are under the age of eighteen years of age and who wish to participate in the activities of the club, which are provided for that age group, with parental consent. This is a non- voting membership.
- F. **HONORARY MEMBERSHIP** may be awarded by a majority vote of the Board of Directors (a quorum must be present) in the recognition of distinguished service to sportsmanship. An **HONORARY MEMBERSHIP** is for a specified period and is a non-voting membership

- G. FAMILY MEMBERSHIP may include 1 or 2 adults living at the same address and any of their minor dependents or those that are full time students. The family members will all function as club members with regard to shooting rates and privileges. The membership will vote as a single unit. Regular memberships are family memberships unless requested otherwise.
- H. The Board may require an in-person interview of any applicant at any time from receipt of application through completion of orientation. Interview may be by full board or their designated representative(s).
- I. No individual or Division or other functional faction of the Fenton Lakes Sportsmans Club may give away a Membership as a prize. This does not preclude prepaid gift certificates.
- J. The Board of Directors shall have general control over the members and for good reason may declare any membership void. Letter will make notification of such action from the Secretary, with a check for any unused portion of dues paid. Appeal of such action may be made in accordance with the procedures set forth for the Board of Appeals, in this Constitution, identified as ARTICLE VI-O

ARTICLE V--MEETINGS

- A. REGULAR MEMBERSHIP MEETINGS of this club shall be held on the third Tuesday of the months of January, April, July, and October.
 - 1. A non-member shall be permitted to attend the regular meetings as a guest, without the right to vote, unless such meeting has been designated as a closed meeting.
 - 2. At Board of Directors discretion third Tuesday of other months may be considered as optional regular meetings
 - 3. Attendance at regular membership meetings shall count as 2 hours of volunteer work for a maximum of 6 hours per year.
- B. BOARD OF DIRECTORS MEETINGS shall be held on the first Tuesday of each month, and twelve meetings shall be held each year.
 - 1. Members shall be allowed to attend BOARD meetings without the right to vote, unless it has been designated as a closed meeting.
 - 2. Date may be adjusted for holidays or inclement weather
- C. SPECIAL MEETINGS may be called by the management or by a written request of twelve members.
 - Members shall be allowed at a SPECIAL MEETING unless it has been designated as a closed meeting.
- D. CLOSED MEETINGS are described as follows:
 - 1. Closed Board Meetings are for member of the Board of Directors and Officers only.
 - 2. Closed Special Meetings are only for those appointed to handle a particular business matter.

3. Closed Membership Meetings are for members only.
- E. ANNUAL ELECTION MEETING shall held on the third Tuesday of each January, according to the BY-LAWS, ARTICLE I.
 - The election meeting is always a closed meeting and only members will be allowed to attend.
 - All members of a family may attend but must form a single consensus for any voting by secret ballot or roll call
 - F. This club shall, at all times, conduct its affairs in accordance with Robert's Rules of Parliamentary Practices, unless otherwise covered in this Constitution and/or By-Laws.
 - G. A quorum at the Board of Directors meeting shall consist of at least five Board members eligible to vote.

ARTICLE VI—MANAGEMENT

- A. THE MANAGEMENT of this club shall consist of TWO governing bodies which are:
 - THE BOARD OF DIRECTORS who shall consist of nine persons (including two available officers in order of President, VP Operations, VP Finance, and VP Marketing) to be called DIRECTORS, elected by the membership to hold office for a term of two years, except the President and Vice-President who are elected for a term of one year.
 - THE OFFICERS OF THE CLUB who shall consist of the President, Vice-President of Marketing, Vice-President of Operations, and the Vice-President of Finance, who is also the Treasurer of the club. The OFFICERS of the club shall be elected by the membership for a term of one year.
 - No commitment of this club can be made except by one-of the two governing bodies identified above as the BOARD OF DIRECTORS and the OFFICERS OF THE CLUB.
- B. A SECRETARY shall also be elected to office by the membership to serve both managing bodies, the Board of Directors and the Officers of the Club. The SECRETARY shall not be considered an officer of the Corporation and shall not vote in the proceedings of either management body. The SECRETARY may vote in any election that a member in good standing is entitled to vote in. The Secretary is elected for a two-year term to match that of the Board of Directors.
- C. THE BOARD OF DIRECTORS shall elect a CHAIRMAN OF THE BOARD from amongst their elected ranks to act as the leader of all their proceeding, however, neither the President nor any Vice-President may hold the seat as Chairman of the Board concurrently with their terms as officers of the club. The intent is to preserve the checks and balances between the two governing bodies that make up management of the club.
- D. There are no other elected management positions in the Fenton Lakes Sportsman Club.
- E. It shall be the responsibility of the Board of Directors to provide the overall policy direction and guidance to the Officers of the club to assure the purpose and goals of the club are the primary focus of management direction. It shall further be the responsibility of the Board of Directors to audit the financial records of the club at whatever frequency is necessary to absolutely assure the membership that the fiscal condition of the club is sound and legally proper. Finally, it shall be the goal and responsibility of the Board of Directors to

conduct the business of the Board of Directors, and to assure that the Officers of the club conduct their business in such a way as to assure the Fenton Lakes Sportsmans Club enjoys perpetual existence.

- F. The Board of Directors shall look to this Constitution and the By-laws for their mandate. Should an issue arise which is unanswered in the Constitution or By-laws the Board of Directors shall cause the issue to be brought before the membership of the club for resolution.
- G. It shall be the responsibility of the OFFICERS OF THE CLUB to implement the policies of the club, as set forth by this Constitution and the By-laws, and as directed by the Board of Directors.
- H. The President of the club shall provide an organization chart reflecting the supporting staff he intends to establish in order to carry out the policy direction of the Board of Directors. This organization chart shall be submitted to the Board of Directors in 30 days or less from the time the President takes office. Approval of the Board of Directors is not necessary for the President to proceed with staffing and implementation however the Board of Directors must surface any concerns or objections in a timely fashion. The organization chart shall reflect the offices of the President, the Vice-Presidents and the supporting staffs under them as spelled out in ARTICLE VII—DIVISIONS.
- I. It is intended that the Board of Directors shall be concerned with setting policy and the Officers of the Club shall be charged with managing the day-to-day activities of the club. Where there is a conflict of interest between the two management bodies the decision of the Board of Directors shall prevail.
- J. Decisions of the Board of Directors shall be final, subject only to an appeal made by the membership to the Board of Appeals, according to this Constitution, ARTICLE VI-O and the By laws, ARTICLE II-G-6.
- K. The Board of Directors shall appoint a CLUB DELEGATE and an ALTERNATIVE CLUB DELEGATE at the first Board of Directors meeting following the annual election. Both the CLUB DELEGATE and the ALTERNATIVE CLUB DELEGATE shall serve for a term of one year.
- L. The DIRECTORS, OFFICERS, AND DELEGATES shall serve until their successors have been elected and installed, except as provided in ARTICLE VI-N of this Constitution.
- M. Any DIRECTOR, OFFICER or DELEGATE may be removed from office for any violation of this Constitution or for any actions, which bring discredit to this club, or which the majority of the Board of Directors feels is counterproductive to the attainment of the stated purpose and goals of this club.
 - In order to remove a person from office the charges against that person must be presented in writing to the Chairman of the Board of Directors who will immediately provide copies of the charges to all members of the Board, Officers, and Club Delegate. An investigation of the charges shall be made and a speedy disposition effected.
- N. VACANCIES occurring before the annual meeting shall be filled through appointment by the Board of Directors and confirmed by the membership at the next scheduled regular membership meeting. Such appointments shall be only for the unexpired remainder of the term.
- O. The BOARD OF APPEALS shall have the CLUB DELEGATE as a Leader.
 - 1. The Leader shall appoint a committee of 4-8 members to form the Board of Appeals with the approval of the Board of Directors who shall use the following guidelines:
 - a. Committee shall consist of equal representation of members at large and elected management.
 - b. The leader will vote only as a tie breaker

2. This committee may hold special meetings, closed to non-members; but only members of this committee shall have the right to vote, including the Leader.
 3. Any group of members at large that object to a decision made by the Board of Directors or the Officers of the Club may make an appeal to the delegate who will activate committee.
 4. The decisions of the Board of Appeals shall be final and the Board of Directors shall enforce the decision accordingly.
- P. The duties of the Board of Directors, the Officers of the Club and the Delegates shall be as described in the BY-LAWS, ARTICLE II.
- Q. No elected or appointed manager may hold a managerial position at a similar shooting facility

ARTICLE VII—DIVISIONS

- A. The activities of the club shall be logically structured by function to promote the purpose of the club. The President shall appoint MANAGERS to manage the affairs of each of these Divisions. Example of these Divisions include but are not limited to:
1. Sporting Clays Manager
 2. Outdoor Range Manager
 3. Indoor Range Manager
 4. Junior Rifle Club Manager
 5. Archery Range Manager
 6. Others as interests dictate
- B. Each Division shall be guided by a MANAGER who must report to the President of the Fenton Lakes Sportsmans Club. The MANAGER of a Division may staff his Division according to his needs and his plan for management of the Division activities.
- C. Each Division may establish committees to accomplish it's particular goals in accordance with the provisions of this Constitution, ARTICLE VIII
- D. Divisions may affiliate with other organizations such as the National Rifle Association, National Archery Association, etc. after obtaining advance approval from the Board of Directors.
- E. Each Division Head when requested shall be responsible for the success of his activity and will establish the procedures and rules under which that activity shall be practiced. These rules and procedures must be submitted to The President through the appropriate Vice-President for approval and they must be in writing and maintained current through revision control.
- F. Each Division Head shall be responsible for providing Management with an annual business projection, which reflects the anticipated revenue and expenses associated with the particular activity (see ARTICLE IX of Constitution for more on fiscal responsibility).
- G. Each Division shall comply fully with the provisions of this Constitution, ARTICLE IX-FINANCIAL POLICY. Failure to comply with this essential requirement shall be sufficient cause for the Club Management to cause the REMOVAL of the Division Head, the dissolution of the activity, and possible rejection of membership.

ARTICLE VIII—COMMITTEES

- A. Any Director, Officer or Manager may establish a COMMITTEE for the purpose of carrying out the policies, objectives and interests of this Club. There are two types of committees permitted as follows:

1. STANDING COMMITTEES are committees that are expected to be ongoing in nature and of long duration. A STANDING COMMITTEE must be approved by the Board of Directors.
 2. SPECIAL COMMITTEES are committees that are for a specific event and for which it is anticipated there will be a short life for the committee. Special Committees must be approved by the President or the Vice-President in charge of the activity category.
- B. Committees cannot commit the Club
- C. Committees must comply with the fiscal regulations imposed on their Parent Division by ARTICLE IX-FINANCIAL POLICY, of this Constitution.

ARTICLE IX—FINANCIAL POLICY

- A. The fiscal year of the corporation shall be from January 1st through December 31st of each year.
- B. The President shall cause to be assembled a business plan which reflects the anticipated revenue and the projected expenses of the Club between the dates of May 1st and April 30th of the following year. This plan shall be submitted to the Board of Directors for approval at the April meeting of the Board of Directors. This plan shall be referred to as the “Business Proforma”
1. The rationale for the May 1st-April 30th term is as follows:
 - a. Election occurs late in January.
 - b. The President shall use half of February to staff his organization and train/explain the financial planning responsibilities to his staff.
 - c. The President shall use the month of March to assemble the data and prepare the “Business Proforma” for the Board of Directors.
 - d. The term of the “Business Proforma” spans the election process so that there is no break in continuity of the Club’s business process as a result of the annual elections. The business of the club continues, as planned by the outgoing administration (and approved by the Board of Directors) while the incoming President plans the “Business Proforma” for the forthcoming year.
 - e. This business timing cycle provides the Club Vice-President of Finance the necessary time to prepare the corporate tax return in synchronization with the Club business plan.
- C. Each manager of a Division shall prepare a projection of his anticipated income and expenses for this Division activity that he is in charge of. This data shall be submitted on a standard format as provided by the Vice President of Finance. This data shall be submitted to the Vice-President of Finance no later than the 21st day of March each year.
- D. The President and the three Vice-Presidents shall participate in the preparation of the Business Proforma for the Board of Directors. The President shall make the presentation to the Board.
- E. The Vice-President of Finance shall have on his staff either a bookkeeper who reports directly to him or an outside accounting firm reporting directly to him, if he does not provide this function himself. Which ever approach is taken the primary objective is for the Vice-President of Finance to provide the first level of management review over the finances of the Club so as to assure that any variations from projected budgets are promptly discovered. An additional objective is to provide a check and balance against errors through one person entering the financial data in the corporate books and another person responsible for checking the entries, if detailed quarterly Board reviews are not possible.
- F. The Vice-President of Finance shall cause the corporation to have a set of accounting books which meets the criteria of “generally accepted accounting practice.” These books must be kept in a

confidential and secure place and must be available for review at any time by the Board of Directors. These books must be on hand at each meeting of the membership, the Board of Directors or the Management of the Club.

- G. Except for state mandated requirement for a separate account-there will be only ONE checking account for the Fenton Lakes Sportsman Club. All funds collected by any of the Division must be turned over to the Vice President of Finance for deposit in the Club account. There will be no exceptions to this rule and infraction by any organizational element of the Club will be cause for loss of membership for the offending party and possible dissolution of the Division or activity involved as determined by the Board of Directors.
 - 1. The corporate checking account signature card shall contain the signatures of the President, Vice-President of Finance and the Vice-President of Operations. Only one signature shall be required on the corporate check and that signature shall normally be that of the Vice-President of Finance. The other signators are for contingency use only.
- H. The corporate books shall be structured in such a way as to properly post all deposits and expenses against the specific Division/activity generating such income or expense.
- I. The Vice-President of Finance shall be responsible for assuring that Division activities operate within their projected budgets and that funds are available to support the projected expenses when the projected revenues are in fact generated by that Division.
- J. Each Division and Committee will submit a monthly, or other period decided by officers. report to the Vice-President of Finance which reflects the following data:
 - a. Total funds collected for the period
 - b. Source of funds collected and date collected.
 - c. Total expenses incurred for the period
 - d. Source and date of expenses incurred for the period
 - e. Any changes anticipated from projected budget
- K. The Vice-President of Finance shall make a report at each official meeting of the Club which reflects the following current status for the specified time period:
 - a. Beginning balance of general account
 - b. Income received (both deposited & undeposited)
 - c. Accounts Receivable and due the Club
 - d. Expenses incurred and paid
 - e. Accounts payable and due
 - f. Ending balance (including undeposited receipts)
 - g. Petty cash report
- L. The Vice President of Finance shall furnish the Board of Directors a copy of the monthly financial report prior to or concurrent with the monthly Board of Directors meeting.

- M. It shall be a mandatory requirement for the Board of Directors to specifically review the financial status of the corporation at the March, June, September and December meetings. The official minutes of the Board of Directors shall reflect the direction given to management as a result of this review.

ARTICLE X—AMENDMENTS

- A. This Constitution may be amended at any time after at least a two-week notice to all members with a copy (may be transmitted by electronic media) of the proposed changes and/or amendments. Passage of the proposed amendments shall require a two-thirds support of the votes cast.
- B. Any member wishing to suggest revisions may present them at any regular member meeting. The Board of Directors will review the suggestion for appropriateness and may then forward to general membership if deem beneficial or necessary to club goals.
- C. Proposed amendments shall not be changed, reworded or have words added or omitted after distribution to the membership for review (except page numbers and indent sequences). Any other changes, regardless of how insignificant must be processed as though they were new proposals and afforded at least a two-week notification period again.
- D. Members who cannot attend a meeting to vote on a Constitutional Amendment may mail their vote in and it shall be counted. Any argument for or against must be in writing and it shall be the duty of the President or Chairperson of the meeting to present the members position to the meeting. The member must be in good standing to be eligible to vote.
- E. Approved amendments shall be effective at the beginning of the first meeting of the Board of Directors following approval
- F. When amendments to this Constitution are passed the master shall be updated within sixty days and current copies available upon request. It shall be the responsibility of the Vice-President of Marketing to accomplish this task.
- G. In this Constitution and By-Laws:
 - 1. The words “shall, will, must” are to mean compulsory, as an order, and must be done. It is required.
 - 2. The word “should” is to mean recommended but not required.
 - 3. The words “may, can” are to mean permissive or have a choice or “if desired to do”.
 - 4. Member, notification shall be by e-mail. Members without e-mail will be notified by US mail. The officers may use US mail to all members at their discretion.

BY-LAWS

ARTICLE I—ELECTIONS

A. ELECTION COMMITTEE

1. The President shall appoint a committee of three including the Club Secretary, in October, whose responsibility shall be to coordinate the preparations for the annual election.
2. The Committee shall prepare the proper forms and paperwork to assure that the election process runs as planned.
3. The Election Committee shall be in charge of the balloting process the day of the election and shall count the votes and announce results of the election. The Election Committee may recruit members at the January election meeting, as tellers, to help with the counting of the ballots if they deem it necessary.
4. The Committee shall establish whatever rules and procedures it deems necessary to conduct a fair, timely and accurate election.
5. The Election Committee shall report on the state of readiness for an election at the January board meeting.

B. NOMINATIONS AND CANDIDATE QUALIFICATIONS

1. Any member in good standing may run for and hold office in the Fenton Lakes Sportsman Club except as stipulated in ARTICLE I-B2 of these By-Laws.
2. Candidates must have at least one full year as a member of the Fenton Lakes Sportsman Club to be qualified to run for the office of President, Vice-President of Finance, or Vice-President of Operations, and the Vice President of Marketing.
3. Candidates may not hold elected or managerial positions at any similar shooting facility.
4. Candidates may be selected or identified in one of four different way:
 - a. Declare their candidacy
 - b. Be nominated by another
 - c. Be nominated as part of a slate
 - d. Be nominated on an absentee ballot
5. All candidates who will be seeking election at the annual meeting in January must announce their intentions to seek office at the regular membership meeting in October. It must be in writing on a form provided at the meeting by the Club Secretary
6. All nominations for candidates must be made at the October membership meeting. It must be in writing on a form provided at the meeting by the Club Secretary.

7. It is permissible to nominate an entire slate of Directors and Officers as a team; however, this must be presented at the October membership meeting. It must be in writing on a form provided at the meeting by the Club Secretary.
8. The Club Secretary will collect all nomination forms and together with any amendments to the Constitution or By-Laws, prepare a mailing to the membership at large such that all members of the club shall receive this information prior to the January meeting. This mailing shall also include an absentee ballot to be used by the member who cannot attend the January election meeting.
9. The ballot shall provide for write in candidates. If a write in candidate is elected he/she must confirm eligibility before assuming office.

C. ABSENTEE BALLOTS

1. Absentee ballots shall be allowed by the Election Committee using the following procedure:
 - a. The notice of candidates shall be printed in the form of a ballot, with extra spaces for write-in candidates for each vacancy.
 - b. After voting the member shall place his ballot in a sealed envelope, with his own name and address on the outside.
 - c. This envelope may be mailed inside another envelope or may be taken to the clubhouse prior to the election.
 - d. At the election, this envelope shall be checked with the membership list. If the member arrives at this meeting, prior to verification, then this absentee ballot will be voided and member may vote.
 - e. After verification, this envelope will be opened and the ballot, without unfolding or reading, shall be placed in the ballot box.
 - f. If an absentee ballot has been placed in the ballot box and the member later arrives at the meeting, that member shall not vote again.

D. QUALIFIED MEMBERS VOTING ATTENDANCE LIST

1. The Election Committee at the January meeting prior to the election shall post a list of all members in good standing. This list shall have a space for members to sign adjacent to their name to indicate their attendance and the fact that they had a chance to vote and that they did in fact cast their vote.
2. The Secretary shall make an entry on this list to indicate the absentee votes that were cast.

ARTICLE II—DUTIES OF ELECTED OFFICERS & CLUB DELEGATE

- A. The DIRECTORS shall be responsible for the following:

1. Establishing the policies of the club in such a manner that they fulfill the intent of the Constitution and the By-Laws.
2. Overseeing the management of the club to assure compliance with the established policies and the Constitution and By-Laws.
3. Monitor the financial condition of the club through routine audit of the corporation books and whatever other methods are deemed appropriate and in the interest of the club.
4. Appoint a Club Delegate and an Alternate Club Delegate.
5. Assure through proper policies, that the conduct of club business is done in a professional manner that reflects favorably on the Fenton Lakes Sportsman Club in the community and in the professional association that take place in the day to day activities of the club.

B. The President reports to the Board of Directors and is responsible for the following:

1. The establishment of a management organization which reports to the President and through which the day-to-day activities of the club are controlled and managed to accomplish the goals of the club as set forth in the Constitution, the By-Laws and the Policies of the Board of Directors.
2. The establishment of the procedures through which the management organization accomplishes the necessary control over the club activities.
3. The preparation of REPORTS for the Board of Directors on the status of the club relative to:
 - Financial condition
 - Membership concerns
 - Business activities
 - Constitution and By-Law matters
 - Legal concerns
4. The CHAIRMANSHIP of all membership meetings except Board of Appeals meetings.
5. The signing of all legal papers for the corporation except for those which are the responsibility of the Vice-President of Finance and Treasurer.
6. The direction and control of all club activities.

C. The Vice-President of Finance & Treasurer directs the activities of the FINANCE DEPARTMENT, reports to the President and is responsible for:

1. All Corporate financial matters.
2. The establishment of a department organization through which the Finance Department manages the fiscal affairs of the club
3. Maintenance of the corporate accounting books.
4. The establishment of the necessary procedures to assure continuity in the corporate financial accounting practices from year to year.

5. The accomplishment of all corporate tax matters.
 6. The maintenance of the corporate bank account.
 7. The issuance of all corporate checks.
 8. The deposit of all corporate funds.
 9. Presents the monthly financial report at all membership meetings.
 10. Assist the President in the performance of his duties and in the absence of the President assume the duties of the President as second in command.
- D. The Vice-President of Operations directs the activities of the OPERATIONS DEPARTMENT, reports to the President and is responsible for the following:
1. The establishment of a management organization to direct the activities of the various departments, which make up the business of the Fenton Lakes Sportsman Club.
 2. The establishment of procedures to assure the orderly conduct of business by the different departments of the club with a minimum of conflict in schedule and interface requirements.
 3. The scheduling of all club assets for use by any and all activities.
 4. Assist the President in the performance of his duties.
- E. The Vice-President of Marketing directs the activities of the MARKETING DEPARTMENT, reports to the President and is responsible for the following:
1. The establishment of a management organization to direct the activities of the marketing function.
 2. The recruitment of new members to the Fenton Lakes Sportsman Club.
 3. The promotion of innovative ideas for additional activities to generate additional income for the club.
 4. The direction of all PUBLIC RELATIONS activities to further the interests of the Fenton Lakes Sportsman Club.
 5. The selling of the club services such as the Hall rental, special events inside or outside, etc.
 6. Assisting the President and the Manager of Long Range Planning in formulating a long-term growth plan for the club.
 7. Assisting the President in the performance of his duties.
- F. The SECRETARY reports to the President & the Chairman of the Board of Directors and is responsible for the following:
1. Recording of all proceedings of the Board of Directors.

2. Recording of all proceedings of the membership meetings.
 3. Maintenance of the official membership list. (with assistance of membership manager if such is appointed)
 4. Preservation of the official recordings of the club.
 5. Serve on the Election Committee.
 6. Process all mailings to the membership.
 7. Maintain the official master copies of the Constitution and By-Laws of the Fenton Lakes Sportsman Club.
 8. Provide copies of the Constitution and By-Laws on request at all meetings.
 9. Support the President & Chairman of the Board in the performance of their duties.
- G. The CLUB DELEGATE (or his alternate) reports to the President in all matters except the Board of Appeals in which case he reports to the Chairman of the Board. He is responsible for the following:
1. Representing this club at outside meetings and activities.
 - Reasonable and moderate expenses for travel shall be absorbed by the club.
 2. The Delegate shall report to this club any results or any proposals by other organizations.
 3. The Delegate shall take proposals of this club to other organizations as requested.
 4. The Delegate may voice the support or the opposition of this club to proposals of other clubs or to pending legislation or other legal matters.
 5. The alternate Delegate shall enjoy the same duties as the Delegate when he is serving in the absence of the Delegate.
 6. The Delegate shall chair the Board of Appeals and shall be responsible for the documenting all such proceedings and upon completion of any Appeals action shall turn the minutes and records kept over the corporate Secretary for safekeeping.

ARTICLE III—MEMBERSHIP IN GOOD STANDING

- A. To maintain a standing in the Fenton Lakes Sportsman Club as a “member in good standing” a member must meet three criteria:
- They must have paid their dues which are due and payable on or before December 31st annually.
 - They have not engaged in any activity detrimental to the function or public image of FLSC or shooting sports in general.
 - Have, during the previous 12 months of membership, done 4 hours volunteer work, been a paid participant in a club event, or attended at least one meeting (waived for lapsed member for first

year of reinstatement and members who joined during that period)(This requirement may be waived for cause at Board discretion upon request by member)

- B. Any member who does not meet the “good standing” criteria is not entitled to vote at membership proceedings.
- C. A member may be reinstated after paying past Dues, and initiation fees as well as satisfying any club membership waiting list requirements at the time of reinstatement.
- D. Dues are to be paid annually by December 31st for the coming year.
- E. There is an initiation fee to join the club.
- F. Any member who contributed \$300.00 to the F.L.S.C Building Fund and later resigned may be reinstated without paying an initiation fee.
- G. New members joining the club after October 1st of any year will have their dues applied to the following year except for any reinstatement fees.
- H. Applicants for membership who are 18 years old and prior to their 19th birthday may join this club without an initiation fee with the requirement that their parent or legal guardian is a member for the past five continuous years and/or with the approval of the Board of Directors.
- I. RETIREE MEMBERSHIP DUES shall be set annually by the Board of Directors with the requirement of five years continuous membership AND be 60 years of age AND retired from work without re-employment.
- J. LIFE MEMBERSHIP requires no dues. However optional range key charges may be required.

ARTICLE IV—JUNIOR RIFLE CLUB

A. JUNIOR MEMBERSHIP DUES

- 1. Dues are \$5.00 annually and may be embedded in league fees.
- 2. Tournament fees or a portion thereof may be paid by the SENIOR CLUB if approved in advance by the Vice-President of Finance.
- 3. M.U.C.C. CAMPING FEES may be partially paid by F.L.S.C. if approved by the Vice-President of Finance. Up to 50% may be paid by F.L.S.C. with the balance to be paid by the participants.
- 4. Juniors with three continuous years of Junior Membership can join the Senior Club after they are 18 and before the end of the club fiscal year that they become 19 years of age, without any initiation fee.

ARTICLE V—AMENDMENTS

- A. These BY-LAWS may be amended at any regular meeting of the membership provided that all members have a two-week notice of all such amendments, and a two-thirds support of the votes cast shall be required to pass.

B. Proposed amendments shall not be changed or altered after notification, as in the Constitution, Article X-B

ARTICLE VI CLUB FAILURE

Should the Club dissolve at any time, the remaining assets will be donated to a charitable organization or organizations of the Fenton Lakes Sportsman's Club membership choice. (Added 2/15/00).

APENDIX

ORGANIZATION CHART (Determined annually by President)