

**BY-LAWS AND STANDING RULES**

**OF THE**

**CARLISLE FISH & GAME ASSOCIATION, INC**

ADOPTED MAY 1, 2019

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## **PREAMBLE**

The members of the Carlisle Fish & Game Association, Inc. are dedicated to the enhancement of fishing, hunting, and conservation; and shall provide a place for indoor & outdoor social and sporting events, in order to promote good fellowship; and to this end, acquire and hold property, material and equipment necessary to carry out these purposes; and exercise all such power and authority as may be necessary to carry out the objectives and purposes of the organization.

## **ARTICLE I**

### **ORGANIZATION**

**Section 1.** This organization shall be named the Carlisle Fish and Game Association.

**Section 2.** The Carlisle Fish and Game Association shall be located on Trindle Road,  
Monroe Township, Cumberland County, Pennsylvania.

## ARTICLE II

### BOARD OF DIRECTORS

- Section 1.** The business of the CF&G shall be managed by a Board of Directors, who shall be elected by the membership, each for a term of three (3) years. Directors elected in accordance with this Section 1 shall serve three (3) year terms and cannot serve for more than two (2) consecutive three (3) year terms and will be ineligible to serve thereafter for twelve (12) months.
- Section 2.** There shall be fifteen (15) Directors. Five (5) to be elected each year.
- Section 3.** All Directors must be active members of the CF&G.
- Section 4.** Eight (8) Directors shall constitute a Quorum.
- Section 5.** Vacancies of the Board shall be filled by appointment and be elected by the majority of the remaining Directors. Each appointment shall serve out the unexpired term of the replaced Directors.
- Section 6.** The Board of Directors meetings shall be held on the second Monday of each month, and shall not be changed without written notice to each Director, seven (7) days prior to the day named for the meeting.
- Section 7.** Special Board meetings may be called by a member of the Board, provided each Director is notified three (3) days prior to the day named for the meeting.
- Section 8.** A Director absent from three (3) Board meetings within any twelve (12) month period, without reasonable excuse, may be removed from the Board by a majority vote of the remaining Directors.
- Section 9.** The Board shall elect a Director to act as the Board Supervisor, whose duties shall include conducting the meetings in the absence of both the President and the Vice-President, and to conduct the election of Directors, and other duties as determined by the President.

**ARTICLE II--Continued**

**BOARD OF DIRECTORS**

- Section 10.** Directors shall inform the President of issue that would be put on the agenda for the meeting, with a minimum of 24 hours notice.
- Section 11.** The Board shall have the authority to set the rate of dues and to establish dates of payments.
- Section 12.** The Board shall be authorized to borrow monies in anticipation of dues or assessments to be received; and to execute and deliver such notes or other evidences of debt, and to provide for the payment of same; and conduct the purposes for which the CF&G was chartered.
- Section 13.** Upon authorization of a majority of the active membership present at a meeting held in accordance with the By-Laws, the Board may be empowered to levy assessments against the membership as authorized by the active membership.
- Section 14.** The annual election of Directors shall be held during the October membership meeting. Elected Directors term of office shall begin the very next day, and installed at the October Board meeting.
- Section 15.** The Board may suspend or cancel the membership of any member, but not a Director, in the best interest of the CF&G.
- Section 16.** The Board may remove a Director from the Board, provided legitimate charges are brought before the Board. The Board shall then schedule a time and day for the hearing.

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**ARTICLE III**

**OFFICERS**

**Section 1.** The Officers of the CF&G shall be:

President  
Vice-President  
Treasurer  
Recording Secretary  
Membership Secretary

**Section 2.** The President and Vice-President must be Directors.

**Section 3.** It shall not be necessary for the Treasurer, Recording Secretary and the Membership Secretary to be Directors, but none shall be elected if not an active member of the CF&G.

**Section 4.** Only one (1) office may be held by one person. However, the Board may authorize the same person to hold any of the positions of Treasurer, Recording Secretary and Membership Secretary.

**Section 5.** All Officers shall be elected by a majority vote of the Board.

**Section 6.** The Board may secure the fidelity of any or all Officers by bond or otherwise.

**Section 7.** The Officers shall have such authority and perform such duties in the management of the CF&G, as may be provided by the By-Laws and as directed by the Board.

**Section 8.** The Duties of the Officers shall be as follows:

**President:**

Shall preside over and conduct all meetings of the CF&G, and shall perform all duties incident to the office of a corporation; and shall be Ex-Officio member of all committees; and shall have the authority and

**ARTICLE II--Continued**

**OFFICERS**

responsibility of managing the business of the CF&G as directed by the Board.

**Vice-President:**

Shall act in the absence of the President.

**Treasurer:**

Shall receive and disburse the funds of the CF&G. Disbursements shall be made and reported to and approved by the Board in a monthly report. All disbursements shall be supported by receipts or vouchers.

**Recording Secretary:**

Shall provide the minutes of both the Board and membership meetings, and provide the minutes to each Director prior to the next Board meeting. The Secretary shall also maintain a book of Standing Rules, as defined in Article VIII and keep them up to date for immediate reference by the Board.

**Membership Secretary:**

Shall receive applications for new members and renewals for current members, submit the funds to the Treasurer for deposit & prepare membership cards accordingly. The Membership Secretary shall maintain the membership rolls and provide mailing labels, lists and reports as requested by the Board.

## ARTICLE IV

### MEMBERSHIP BUSINESS

- Section 1.** Membership meetings shall be held in January, May, September and October only, at CF&G, on the second Monday of each month indicated. The regular Board meeting described in Article II, Section 6 will follow Immediately after the membership meeting.
- Section 2.** The annual meeting for the nomination of Directors shall be in September. Nominations will not be accepted after the September meeting.
- Section 3.** The annual meeting for the election of Directors shall be in October.
- Section 4.** The location of the membership meeting may be changed by the Board, but they shall give public notice in a newspaper of circulation, at least seven (7) days prior to the meeting.
- Section 5.** Special meetings may be called by the Board upon written request of at least twenty-five (25) active members, delivered to the Board. The President shall call a meeting of the Board and the Board shall, at such meeting, fix a time and place for the special meeting, and shall give public notice in a newspaper of circulation at least seven (7) days prior to that meeting.
- Section 6.** The presence of not less than thirteen (13) active members shall constitute a quorum.
- Section 7.** The Board may suspend or cancel the membership of any member, in the best interest of the CF&G.

## **ARTICLE IV--Continued**

### **MEMBERSHIP BUSINESS**

**Section 8.** Meetings shall be conducted in accordance with Roberts Rules, and the following business shall be presented:

Pledge of Allegiance  
Minutes of the previous meeting  
Treasurer's report  
Membership report  
All Committee reports  
Old Business  
New Business  
Open to the floor  
Speaker, Program, etc

**Section 9.** Members may address the Board at Board meetings, provided they notify the President or Recording Secretary so that the agenda could be updated. Members shall be allowed sufficient time to present their business, or if they have no business, they shall be allowed to remain in the meeting, but will not be allowed to participate unless requested by a member of the Board.

**Section 10.** All meetings of the Board shall be open to any member except that the Board may convene a closed executive session for the purpose of considering personnel matters, considering confidential issues dealing with specific members, receiving legal advice, or for any other matter, which, to avoid legal liability, may require confidential treatment.

**Section 11.** Any person of good moral character shall be eligible for membership regardless of race, creed, color, sex or national origin.

**Section 12.** An applicant for life membership must be sponsored by an active member of the CF&G.

**ARTICLE V**

**CLASSES OF MEMBERSHIP**

**Section 1.** There shall be five (5) Classes of Membership:

ADULT	Consists of persons aged 18-64
SENIOR	Consists of persons aged 65 and over
LIFE	Consists of persons who have been granted such status by the Board, upon such terms and conditions as set by the Board, and must be active members in good standing of the CF&G for a period of at least one year and sponsored by a current active member.
JUNIOR GUEST	Any active member in good standing is entitled to bring as a guest any person who is under the age of 18. These junior guests are entitled to utilize any of the facilities of CF&G as if they were a member, including the rifle range, archery course and pond, and to pay member rates for any shooting discipline, provided they are accompanied at all times by an active member. This is intended to facilitate mentoring of youth in shooting, hunting, fishing, and conservation, in accordance with the purposes of CF&G.

**ARTICLE VI**

**DUES**

- Section 1.** Dues shall be payable in the amount set by the Board, to be paid no later than the fifteenth (15th) of April. In the event dues are not paid by April 15th that member shall be considered delinquent and must be reinstated as a new member. Forgiveness of delinquency may be authorized by the Board on a case by case basis only.
- Section 2.** New members fees shall include dues and an initiation amount as set by the Board. The membership shall be in effect for one membership year which is January through December.

**ARTICLE VII**

**AMENDMENTS TO THE BY-LAWS**

- Section 1.** The Board, by majority vote, shall have the power to make, alter and repeal the By-Laws of the CF&G, subject to the approval of the majority of the active members present at the membership meeting at which such amendments are submitted for approval.
- Section 2.** The Board shall then be required to approve & accept the amended By-Laws at their next Board meeting.

**ARTICLE VIII**

**STANDING RULES**

- Section 1:** There shall be established and maintained, a set of regulations and policies called the Standing Rules, which consists of rules passed by the Board that are not specifically covered in the By-Laws.
- Section 2.** The Standing Rules may be added, deleted or altered from time to time by the Board.
- Section 3.** Be it agreed by all members of the Board, that the Standing Rules shall support and not conflict with the By-Laws.
- Section 4.** The Standing Rules shall be maintained by the Recording Secretary and kept as an addendum to the By-Laws.

**ARTICLE IX**

**ADOPTION OF THE BY-LAWS**

- Section 1.** These By-Laws shall be adopted by a majority vote of the active members of the CF&G at a membership meeting.
- Section 2** These By-Laws shall be in force and effect immediately upon adoption as set forth in Section1.
- Section 3.** These By-Laws supersede and make void all previous By-laws of the CF&G.

**ARTICLE X**

**AUDITS**

**Section 1.** The books, records and accounts of the CF&G shall be audited in January of each year and presented to the Board in February.

**Section 2.** The books, records and accounts may be audited at any other time as deemed advisable by the Board.

**DEFINITIONS**

<b>CF&amp;G</b>	<b>Carlisle Fish and Game Association, Inc.</b>
<b>BOARD</b>	<b>Board of Directors</b>
<b>MEMBERSHIP</b>	<b>All members of the CF&amp;G</b>
<b>ACTIVE MEMBER</b>	<b>A member of the CF&amp;G in good standing for a period of not less than one (1) year.</b>
<b>MEMBERSHIP YEAR</b>	<b>January through December</b>
<b>ACTIVITY BUILDING</b>	<b>The main building of the CF&amp;G. Use for meetings, fundraising activities and CF&amp;G social affairs.</b>

## **STANDING RULES**

### **Adopted January 1998**

Directors who have been elected in the October membership meeting shall take office the very next day.

### **Adopted July 2004**

Nominees for the Board of Directors must be present in the September membership meeting or their nomination will not be accepted.

### **Adopted March 2005**

Shooting Instructor requirements as stated in policy (attached).

### **Adopted September 2006**

The start time for the general membership meetings is 7:00PM.

### **Adopted October 2007**

Operation of all club owned power equipment and forklift.

1. The President will maintain a list of Committee people with keys and permission to operate this equipment. One of the first duties of each President is to review the list after election to verify that the list is up to date.
2. The Building and Grounds Chairman will instruct on use and operation of the power equipment. The operator must demonstrate that they are capable of operating the equipment safely. The President will have the right to challenge and will have the final approval of who gets keys and permission to operate the equipment.
3. Any incident, accident or damage is to be reviewed by the President and the Chairman of Building and Grounds to determine if the operator used appropriate care while operating the equipment. If appropriate care was not used was not used, the operators' access to the equipment shall be revoked.

**STANDING RULES--Continued**

**Adopted December 2017**

Not to sell targets to anyone, unless authorized by the Board of Directors. (From October 8, 2017 Board minutes)

That the review and discussion of pricing to be completed no later than the October Board meeting each year.

New pricing should be released to the public no later than November 1st and published on the website each year.

All new pricing will take effect January 1st of the following year.

The procedure may be overruled by the Board should unforeseen economic circumstances arise.

**Adopted September 2018**

**POLICY ON EVENT FINANCIAL REPORTING**

It is the policy of Carlisle Fish and Game that financial reporting on events will be handled in a transparent manner through the Treasurer and the general treasury of Carlisle Fish and Game. This means that all monies collected for the event will be deposited to the general treasury. All expenses for the event will be reimbursed out of the general treasury, including prizes.

A Special and Registered Shoot Income and Expense Report will be submitted to the Treasurer by the person(s) running the event. At a minimum, this report will detail the numbers of rounds, the price per round and any other source of income, which should total the gross income received. The report should also, at a minimum, identify all expenses by category paid to be paid out of the general treasury, and target cost at the designated rate determined by the Board, as well as a net income or loss to Carlisle Fish & Game. The form to be used for this report is attached hereto and incorporated herein.

If the event involved multiple committees, the Chair of each committee will confer and agree on the form of the report before it is submitted to the Treasurer. If the Chairs cannot agree on the form of the report, they will bring the issue of disagreement to the Board of Directors at the next Board meeting for resolution.

## **STANDING RULES--Continued**

The Treasurer shall reconcile any discrepancies with the person(s) running the event, and if they cannot be reconciled, report on the same to the Board of Directors at the next Board meeting.

### **DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIRS**

Carlisle Fish & Game operates various standing committees that oversee specific programs of the organization. The Board of Directors has the authority to approve or remove the Chair of any committee at any time. Likewise, the Board of Directors has the authority to approve or remove the member of any committee at any time.

The position of Committee Chair is different than the position of Director, and a Committee Chair does not have to be a Director, but a Director can serve in the dual role of Director and Committee Chair. Likewise an Officer can serve in the dual role of Officer and Committee Chair.

Inasmuch as the Treasurer manages the finances of Carlisle Fish & Game, the Treasurer cannot serve as the Chair of any committee which produces revenue to Carlisle Fish & Game in order to avoid the appearance of impropriety.

Committee Chairs owe a fiduciary duty to Carlisle Fish & Game. As a fiduciary, he or she holds a position of trust and must avoid self-dealing, conflicts of interest or the appearance of impropriety. All money that is handled by a Committee Chair, in their role as a Committee Chair, is the money of Carlisle Fish & Game. It should be properly accounted for to the Treasurer and ultimately to the Board of Directions.

Committee Chairs also owe a duty of loyalty. This means that they must act in the best interest of Carlisle Fish & Game and will be judged in their actions by a reasonableness standard. In other words, would a reasonable person have taken the action in question believing it to be in the best interest of Carlisle Fish & Game.

Committee Chairs are responsible to manage the affairs of their committee. This includes, but is not limited to, reporting to the Board of Directors on a regular basis on committee activities, seeking the confirmation by the Board of Directors of committee

members , recruiting potential committee members subject to Board approval, seeking Board authorization for committee related expenses greater than \$200, accounting for revenue generated by the committee and expenses of the committee to the Treasurer and the Board, and all other actions necessary for the management of committee business.

## **CARLISLE FISH AND GAME**

### **SHOOTING INSTRUCTOR REQUIREMENTS**

1. Shooting Instructor must provide Carlisle Fish and Game (CF&G) with a copy of their liability insurance. Liability insurance will need to match CF&G's current monetary value (\$3 million). CF&G must be named as an additional insurer on the instructor's policy.
2. Must be at least a level 1 certified shooting instructor and supply CF&G with a copy of their instructor certificate.
3. Must agree to pay CF&G the current bird/target fees.
4. Each discipline (skeet, sporting clays and trap) will track the number of targets used for instruction.
5. Must schedule the use of the shooting areas through the appropriate discipline chairperson. Instruction time will be scheduled when club grounds are not being used for club functions.

Revised August 10, 2015