

CONSTITUTION AND BY-LAWS

OF

THE LITTLESTOWN FISH

AND

GAME ASSOCIATION, INC.

Revised: 12/08/2021

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ARTICLE 1 – NAME AND OBJECT

SECTION 1 – NAME

The name of the Association shall be The Littlestown Fish and Game Association, Inc.

SECTION 2 – OFFICE

The principal office of the Association will be maintained at 1979 Fish and Game Road, Littlestown, PA 17340. All records of the Association will be kept at that office under the joint direction of the President, Secretary, Treasurer and Business Manager, if appointed, except certain legal documents to be determined by the Board of Directors, which shall be kept in an appropriate safe deposit box in a bank branch in Littlestown, PA.

The mailing address of the Association shall be a local Littlestown PO Box as determined by the Board of Directors.

All Association mail must be sent to that PO Box. No Officer, Director or Committee Chairperson is to received mail at any other address or keep permanent Association records off site.

SECTION 3 – OBJECTIVES

This Association was formed for the protection and preservation of our fish and streams, our forests and game, and the protection of song and insectivorous birds and waterfowl. It is dedicated to perpetuate the sport of hunting and fishing, by conserving, protecting, propagating, and increasing game and fish. The Association was formed to perpetuate the skill of angling, archery and all gunning sports (i.e. target, clay and block shooting) and to promote the art of black powder shooting. It was formed to provide the sportsman a safe and secure area to practice and engage in angling, archery, gunning sports and black powder shooting. It was formed to encourage a spirit of sportsmanship and fair play not only among members, but also in relation to the farmers and landowners on whose land and in whose streams the members of the Association hunt and fish. It was formed to aid in the enforcement of the laws of this Commonwealth governing conservation of our forests, streams, wild birds, animals and fish, and to unite the efforts and influence of all law-abiding citizens within the state, in securing such future legislation upon these subjects as may be considered best suited to advance the interest of the people of the Commonwealth at large. With this object in view, we hereby pledge ourselves not only to obey the laws of the Commonwealth pertaining to these subjects, but also to pledge ourselves to have others obey them.

ARTICLE II – MEMBERSHIP

SECTION 1 – GENERAL MEMBERSHIP

A) Any person eighteen (18) years of age or older, who is a citizen or permanent resident of the United States of America, and is lawfully able to possess a firearm, shall be eligible for membership in the Association.

B) If a member of the Association shall be found guilty of a violation of the Fish and Game Laws, Littlestown Fish and Game By-Laws and Constitution, and safety guidelines, they may be expelled from the Association by a majority vote at any meeting thereof, after they shall have been given notice of such intended action and nature of the charges against them, and after they have been given and opportunity to be heard by the membership at the next regularly scheduled or special meeting.

A member has the right to appeal to the general membership on a suspension from the Board. Any recommendation by the Board for dismissal of a member must be approved by a simple majority vote by the members present at the meeting.

C) New members are subject to a 90 day probation period and must attend one meeting during that probationary period.

D) Annual dues are due 31 December and must be paid by 31 January each and every year. Members not paid by that date shall be dropped from the rolls and may be reinstated after paying dues. Member will lose membership seniority and be considered a new member and will be subject to the 90 day probationary period.

Dues will be set by the membership committee and subject to approval of the Board of Directors. Dues increases must be approved by a majority vote of the membership in attendance at any general membership or special meeting.

E) Membership policy will be contained and defined in the clubs general operating procedures.

ARTICLE III – MEETINGS

SECTION 1

Meetings of the membership of the Association shall be held on the second Wednesday of each and every month and may be cancelled or postponed at the discretion of the Board of Directors with 24 hours notice.

SECTION 2

Twenty (20) members shall constitute a quorum to conduct business at any meeting of the membership.

SECTION 3

Special meetings may be held at any time upon the discretion of the President or by order of the Board of Directors, or upon written request of twenty percent (20%) of the membership of the Association. Notice of the time, place and objective of such a meeting shall be given to the membership of record by first class mail or delivered by valid email address at least fifteen (15) days prior, but no more than forty five (45) days prior to the meeting date by the Recording Secretary and countersigned by the President or Chairman of the Board. A copy of the meeting notice and receipt for the mailing will be included in the written record of the Special Meeting. A quorum for holding any such special meeting shall require at least twenty members of the Association in attendance. Any meeting may be adjourned until the business is completed; if less than a quorum, may be adjourned until a quorum is present.

SECTION 4

All meetings shall be conducted according to the current edition of "Robert's rules of Parliamentary Procedure".

SECTION 5 – PROXY VOTING

Proxy Voting will only be allowed at announced special meetings and a vote of the membership is required, such as the sale or purchase of property and borrowing money. It may be a general proxy allowing the assignee full discretion in voting all matters, or it may include directions or restrictions for some or all matters. Proxies will be good for one meeting only unless the meeting is recessed or adjourned to continue at another time. Proxies must be registered with the Recording Secretary prior to the start of the meeting. Proxies must be on the approved form and are available from any officer. Nothing herein shall be construed to approve the use of Proxy Voting at regular meetings of the membership or Board of Director's meetings.

ARTICLE IV – DIRECTORS

SECTION 1

The Board of Directors shall consist of five (5) members, elected at large to five (5) year staggered terms.

SECTION 2

The Board of Directors shall conduct the business of the Association subject always to any decisions of the members. It shall enforce the rules and regulations of the Association and to this end may warn or suspend members after a hearing is granted before the Board. After the hearing, the Board may make a recommendation to the membership for dismissal of the member from the Association.

SECTION 3

The President shall appoint all committees and captains in charge of all activities approved by the Board of Directors. Should there be a vacancy on the Board of Directors, the President may designate a replacement to fill such office for the un-expired term, but subject to the approval of a majority of the members present at the next regular meeting or the President may request that the Nominating Committee nominate to the membership a candidate to fill the vacancy.

SECTION 4

Meetings of the Board of Directors shall be the Sunday prior to the general meeting. A meeting of the Board of Directors must be called whenever requested by three (3) members of the Board of Directors.

SECTION 5

A simple majority of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 6

The Board of Directors shall consist of five (5) members including the Chairman. The Board of Directors will elect their Chairman each January. The Association Recording Secretary will be the Recording Secretary for the Board of Directors.

SECTION 7

The Board of Directors shall decide all donations, subject to the approval of the membership.

ARTICLE V – OFFICERS

SECTION 1 – EXECUTIVE OFFICERS

The Executive Officers of the Association shall consist of a President, Vice President, Recording Secretary, Treasurer and Membership Secretary.

SECTION 2 – TERM and TERM LIMITS

Each officer will hold office for a term of 1 year and is subject to election. Officers shall not hold the same office for more than three consecutive terms, unless running unopposed

SECTION 3 – DUTIES

Duties of the various officers shall be the duties usually pertaining to those offices as outlined in Pennsylvania Consolidated Statute Title 15, Subpart C, and Robert's Rules of Parliamentary Procedure current edition.

The President is the Chief Operating Officer and is responsible to see that all activities and transactions as directed by the membership and/or the Board of Directors are fulfilled.

The Recording Secretary shall keep the official Corporate Seal and affix said seal to all legal documents.

The Recording Secretary, in concert with the President, Treasurer and Business Manager, if appointed shall see that all records of the Association are kept current in the business office.

Previous meeting minutes are to be available and approved at the next meeting. Once approved the minutes will be stamped with the Corporate Seal and filed by the end of that meeting.

The safe deposit box and PO (Post Office) Box shall be under the control of the Treasurer. The President and the Chairman of the Board of Directors shall have backup access to the safe deposit box and P.O. Box.

It shall be the duty of each officer to deliver to his successor in office all books papers, and keys belonging to the Association given to or created by the officer to perform their respective duties.

SECTION 4 – VACANCIES

Should any office become vacant because of resignation, death or the inability of the officer to perform the duties of that office, the Board of Directors shall, within thirty (30) days and with the approval of a majority of the members present at a regular meeting, appoint a member to act in the capacity of that office until the next annual election.

ARTICLE VI – COMMITTEES

There shall be a minimum of the following standing committees who shall meet upon the call of the Committee Chairperson.

- a) Nominating Committee
- b) Audit Committee
- c) By-Laws and Constitution Review Committee

SECTION 1

The Nominating Committee shall be composed of at least three (3) members of the Association, not currently serving as an elected Officer or Director, appointed by the President as soon after the President's elections as is practical, whose duties it shall be to nominate candidates to fill vacancies on the Board of Directors or the Officers of the Association as the same shall occur. The Nominating Committee shall submit in writing to the membership at the meeting prior to the election the name or names of the person or persons recommended by the Committee for election as Officers of the Association. It shall be the Nominating Committee's responsibility to provide the eligible voting members with ballots, to include write-in section. Members of this committee shall serve for a term of one (1) year or until their successor shall qualify.

SECTION 2

The Audit Committee shall be composed of at least three (3) members of the Association not currently serving as an elected Officer or Director, appointed by the President as soon after the President's election as is practical, whose duties it shall be to review all financial aspects of the Association for the preceding year. Members of this committee shall serve for a term of one (1) year or until their successor shall qualify.

SECTION 3

The By-Laws and Constitution Review Committee shall be composed of at least five (5) members of the Association, appointed by the President as soon after the President's election as is practical, whose duties it shall be to review the Associations By-Laws and Constitution to insure compliance with the objectives of the Association and to recommend in writing, where practical, amendments, alterations or changes needed to permit the document flexibility to remain current with the changing laws/regulations of the Commonwealth. It is recommended that the members of this committee be composed from both general membership, elected Officers and Board of Directors and that the length of membership with the Association not be a determining factor in their appointment. Members of this committee shall serve for a term of one (1) year or until their successor shall qualify.

ARTICLE VII – ELECTIONS

SECTION 1

Annually at the regular meeting in December, the Association shall elect from its membership one (1) Director to serve for five (5) years, and officers to serve for one (1) year each.

The newly elected officials shall take their respective offices at the first regularly scheduled meeting in January.

SECTION 2

The President of the Association shall annually, at the regular meeting in October, direct the Nominating Committee to submit to the membership of the Association, at the regular meeting in November, the names of the candidate or candidates to fill all vacancies of the Board of Directors and for each of the offices of the Association. At the same meeting, opportunity shall be given for nominations from the floor. Nominations will closed at the November meeting, when the question will be asked, "Are there any further nominations from the floor?" When there is no further activity from the floor, the membership will be asked for a motion and a second to close the nominations. The election shall take place at the December meeting.

No nominations shall be made by the committee or from the floor unless it has been ascertained that the nominee is willing and able to serve if elected.

SECTION 3 – TELLERS

The President shall appoint three (3) members to serve as "tellers", one of whom shall be a member of the Nominating Committee, or nominated from the floor, and such committee shall tally the ballots and announce promptly the results of the election.

ARTICLE VIII – FINANCIAL MANAGEMENT

SECTION 1

The financial management of the Association shall be the responsibility of the Board of Directors.

SECTION 2

No monies, other than normal operating expenses, shall be disbursed by the Treasurer without having prior approval of the Board of Directors, or by a majority vote of the general membership at a regular or special meeting.

SECTION 3

The Association shall not borrow money, nor purchase, sell, lease away, or otherwise dispose of any real estate or property unless and until a resolution authorizing the same shall have been approved by a two thirds (2/3) majority vote of the members of the Association present at a regular or special meeting duly convened upon proper notice of this purpose.

SECTION 4

Annually, each committee shall submit a budget by the regular October meeting, for review in November, when there may be call for the committee to justify the budget. The budget shall be approved by a vote of the general membership at a regular or special meeting and the funds will be available in January.

SECTION 5

The Board of Directors shall require the Treasurer to report to the general membership at regular monthly meetings.

SECTION 6

All funds of the Association shall be deposited and withdrawn from a federally insured financial institution by the Treasurer and/or President of the Association.

SECTION 7

Any building construction five thousand dollars (\$5000.00) or over shall have at least three (3) sealed bids opened at a regular meeting.

SECTION 8

Any committee handling money shall maintain records of income and expenditures, which shall be audited at the end of each calendar year. All monies are to be deposited daily in the drop box in the safe room.

ARTICLE IX – RECALL OF AN OFFICER OR DIRECTOR

If a written request urging the recall of an Officer or Director is signed by a majority of the Board of Directors or fifteen percent (15%) of the entire membership of the Association and filed with the Secretary or President stating the reasons therefore, prior to any regular meeting of the Association, the Secretary shall notify the Officer or Director in question of such charges having been filed and the Officer or Director shall be given the opportunity to appear before said meeting and defend themselves against such charges. The President or Vice President shall present said request to the Association for vote, and if by two-thirds (2/3) vote of the members present, it is concurred upon, the

office shall be declared vacant and the Association shall enter into immediate election to fill the vacancy, or nominated from the floor.

ARTICLE X – RULES AND REGULATIONS

Rules and Regulations for various club activities shall be proposed by the appropriate committee and brought to the membership at a regular or special meeting. Majority of those voting shall pass recommended rule change.

ARTICLE IX – ALCOHOL ON ASSOCIATION PROPERTY

Alcoholic beverages are generally not permitted on Association Property. The Board of Directors is permitted to make exceptions to this article for specific club approved activities at which time all gun ranges will be closed.

ARTICLE XII – AMENDMENTS TO THE BY-LAWS

SECTION 1

This By-Laws and Constitution may be amended, altered or changed by a two-thirds (2/3) vote of the members present at any regular or special meeting of the Association, provided that a written notice of the intended amendment, alteration or change shall be mailed to all members by first class mail or valid email address at least fifteen (15) days but not more than forty-five (45) days prior to the taking of said action.

SECTION 2

A copy of the By-Laws and Constitution shall be kept on public display at the principal location of the Association at all times.

DEFINITIONS

and: used as a function word to indicate connection or addition especially of items within the same class or type

board of directors: group of people who manage or direct a company or organization

directors: one of a group of persons entrusted with the overall direction of a corporate enterprise

may: used to indicate possibility or probability

officers: one who holds an office of authority or trust in an organization, such as a corporation or government.

or: used as a function word to indicate an alternative

shall: used in laws, regulations, or directives to express what is mandatory

will: used to express inevitability