



# **BY-LAWS**

of

Stafford Fish and Game Club, Inc.  
Stafford Springs, Connecticut

*Revised & Adopted – November 28 2021*

*The masculine words appearing herein shall include the feminine gender as appropriate.*

# TABLE OF CONTENTS

## Stafford Fish and Game Club, Inc.

### BY-LAWS

Table of Contents	Page
<b>Article I Name &amp; Fiscal Year</b>	4
<b>Article II Purpose</b>	4
<b>Article III Officers and Committees</b>	4
Section 1 - Executive Committee	4
Section 1a- Bank Signature at Bank	4
Section 2- Election	4
Section 2a- Term	4
Section 3- No Remuneration	4
Section 4- Eligibility	4
Section 5- Meeting Attendance	4
Section 6- Permanent Committees	4
Section 6a-Member	5
Section 6b- House	5
Section 6c- Building Facilitator	5
Section 6d- Land Management	5
Section 6e- Rental	5
Section 6f- Pre-event duties	5
Section 6g- Post-event duties	5
Section 6h- Key holders/Bartenders	5
Committees	6
Section 1 - Special	6
Section 2 - Calling mtgs.	6
Section 3 - Committee reports	6
<b>Article IV Duties of Officers</b>	6
Section 1- President	6
Section 1a- Appoint Permanent Committee Chairman	6
Section 1b- Power to remove Committee member	6
Section 1c- Suspending Member from Meeting	6
Section 2- Vice President	6
Section 3 - Recording Secretary	6
Section 4 - Corresponding Secretary	7
Section 5 - Treasurer	7
<b>Article V Directors and Their Duties</b>	7
Section 1- Directors and Term	7
Section 1a - Permittee and Attorney	7
Section 2- Meetings	7
Section 3 - Authority	7
Section 4 - Fix and Enforce Penalties	7

Section 5 - Power to Fill Vacancy	7
Section 6 - Dollar Approval Authority	8
Section 6a - Safety Risk or Operational Impediment Authority	8
Section 7 - Chairman and Secretary Appointment	8
Section 8 - Report	8
<b>Article VI Membership</b>	8
Section 1 - New Member	8
Section 1a -16-21 -Year-Old Members	8
Section 2 - Member Sponsorship	8
Section 3 - Preference for Sons and Daughters	8
Section 4 - Membership Limit	8
Section 5 - Exemption from Paying Dues	8
Section 5a - Active Military Exemption	8
Section 6 - Probation Period	9
Section 6a - Sponsor	9
Section 7 - Meeting and Work Requirements	9
Section 8 - Reporting Change of Address	9
Section 9 - Patriot Requirements	9
Section 10 - Felony and Firearm Requirements	9
<b>Article VII Honorary Membership</b>	9
Section 1 - Voting of honorary members	9
<b>Article VIII Dues</b>	9
Section 1 - Dues and Assessment Payment Terms	9
Section 2 - Amounts and Exemptions from Assessments	9
Section 2a - Assessment explanation	9
Section 3 - Probationary fee	10
Section 4 - Application Fee	10
Section 5 - Payment for Tickets	10
Section 6 - Late Fees	10
Section 7 - Notice of Dues in Arrears and Forfeit of Membership	10
<b>Article IX Sessions and Voting Procedures</b>	10
Section 1 - Annual Meeting for Regular Election	10
Section 2 - Membership meeting	10
Section 2a - Monthly Board meeting	10
Section 3 - Order of Business	10
Section 3a- Minutes reading requirement	11
Section 3b- Rescinding a vote	11
Section 4 - Elections	11
Section 4a - Probationary Members When Voted On	11
Section 4b - Member in Arrears	11
Section 4c - No Absentee or Proxy Voting	11
Section 4d - Voting by Ineligible Member	11
<b>Article X Dissolution</b>	11
Section 1- No Dissolution with 20 Members or More	11
Section 2- If Dissolved Property will be Donated	11

<b>Article XI Quorum</b>	11
Section 1- Membership meeting quorum requirement	11
Section 2- Board meeting quorum requirement	12
<b>Article XII Amendments</b>	12
Section 1- Requirements	12
Section 2- Under Emergency Circumstances	12
<b>Article XIII Interpretation</b>	12
Section 1- Responsibility	12
<b>Article XIV Violations</b>	12
Section 1- Board Latitude	12
Section 2- Automatic penalty	12
Section 3- Reapplication	12
Section 4- Appeal process	12
<b>Article XV Power to Loan Money, ETC</b>	12
Section 1- No Power to Loan Funds	12
Section 2- Members have no Power to Incur Expense	12

# BY-LAWS

## ARTICLE I: NAME & FISCAL YEAR

The name of this organization shall be the **Stafford Fish and Game Club, Inc.**

The fiscal year of this club shall end with the last day of December of each year.

## ARTICLE II: PURPOSE

The purpose of this organization shall be to promote and encourage interest and skill in the outdoor sports of hunting and fishing; to promote unity and good fellowship within the organization; to sponsor and support those activities and events which stimulate good will and enjoyment among all sportsmen and youth; to purchase, mortgage, lease, sell or rent, personal or real property to the furtherance of the purpose heretofore mentioned; to sponsor fund raising activities for club use and to maintain relations with the Department of Environmental Protection for the furtherance of those objectives.

## ARTICLE III: OFFICERS AND COMMITTEES

**Section 1** – The officers of this club shall be: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. They will also be known as the Executive Committee.

**1a** - The newly elected President, Vice President and Treasurer as well as the outgoing Corresponding Secretary of each fiscal year must within two weeks sign the required corporate paperwork at the Club's current Bank.

**Section 2** – The officers of this club shall be elected the Sunday meeting in December of each year.

**2a** – No member shall be elected to serve as President for more than two (2) consecutive one-year terms.

**Section 3** – No club officer or club member will be paid a fee, salary, or any other form of remuneration nor profit from any club sponsored affair unless so voted by club membership. Activities such as snow plowing or conducting trainings in support of Club purpose do not constitute a violation.

**Section 4** – No member shall run for elected office without one (1) year of continuous membership.

**Section 5** – The unexcused absence of any officer or board member from three (3) consecutive meetings shall automatically vacate his office.

**Section 6 - Permanent Committees:** The following committees shall be known as the permanent committees of the organization. Said committees shall elect their own chairman immediately following the annual meeting. All committees shall give a monthly report to the membership.

**6a – Member Committee:** Said committee shall include the officers of the organization and the Board of Directors. The said committee shall have sole authority in recommending candidates for vacancies in the membership.

**6b – House Committee:** Said committee shall consist of no more than five (5) active members of the organization. Said active members shall be responsible for the efficient management, upkeep and maintenance of the clubhouse and all other permanent buildings, including all equipment contained therein except the new cook shack and lavatory buildings. Said committee shall meet the day of the monthly meeting.

**6c -- Building Facilitator:** Said committee shall consist of no more than three (3) active members of the organization. Said active members shall be responsible for the efficient management, upkeep and maintenance of the new cook shack and lavatory buildings including all equipment contained therein. Said committee shall meet the day of each monthly meeting.

**6d – Land Management (LMC):** Said Committee is responsible for and has authority over all activity conducted on the properties of the Stafford Fish and Game Club. This authority and responsibility does not include the clubhouse or the cook shack. The LMC will make recommendations to the Board of Directors and the membership about oversight, upkeep, and uses of the Club properties. The LMC will be responsible for the day-to-day management of the properties.

**6e - Rental Chairman:** Promote the rental facilities at the Stafford Fish and Game Club. Attend the scheduling meeting at the beginning of the Club year to keep an accurate record of upcoming Club events. Post all rentals on the bar calendar as soon as they are arranged. Contact the facilities chairman with dates of the rentals to ensure grounds are clean. Periodically check the propane at the rental facility and switch tanks as needed. Meet with prospective renters, get contracts signed, collect the deposit and give tours of the facilities. Make sure that each renter has your contact information. Receive payment for rental prior to the date of the rental. Explain all the rules to the prospective renter, i.e. time of cleanup etc. Maintain startup money for bartenders. The week prior to the rental get change for the startup money. A week before the rental, contact the renters to confirm times and tie up any loose ends. Schedule the bartenders for events as needed and explain to each bartender what is required of them for the event.

**6f - Morning of the event:** go to the facility, open the restrooms, turn on the hot water tank, and light stoves and ovens. Make sure refrigerator and coolers are plugged in and running.

**6g - Morning after the event:** check the facility for cleanliness and/or Damage. Turn the water heater back to pilot and shut the propane off in the cook shack. If the facility is not clean or damage is found, notify renter and then submit the check for deposit to the Treasurer, along with startup money returned by the bartender. If the facility is clean and undamaged, return the deposit check or tear it up per the wishes of the renter.

**6h - Key Holders/Bartenders:** Members of said committee are limited to 33 members in good standing over the age of twenty-one (21). Keys are to be used only during operating hours as posted. Upon leaving the property all beer coolers, refrigerators, wine cabinets and cash register(s) must be locked. Said members shall have a key to the beer and wine coolers as well as beer and wine lock-ups. Inventory shall be documented monthly and provided to the Board of Directors. Members of this committee who miss two consecutive key holder meetings shall relinquish their keys immediately. Keys may also be assigned or recalled by majority vote of the Board of Directors at any time.

# COMMITTEES

**Section 1** - Special Committees may be appointed upon any item of business and may consist of as many members as the Club in its discretion may think proper. The Treasurer of the Club shall be Treasurer ex-officio of every such special committee and shall receive all funds coming to said committee and make disbursements therefrom as authorized by the Club.

**Section 2** - In case of the neglect of the Chairman to call a session in proper time, any member or members of a committee shall have power to call together as many members of the same as are accessible, and to consider the matter submitted by the Club; and they shall be empowered to report their conclusions to the Club, either jointly or individually.

**Section 3** - All members of committees or commissions, after notice of their appointment, shall give patient and diligent attention to the business entrusted to them, and report to the Club at the next stated meeting subsequent to their appointment, unless otherwise ordered by the Club. All reports (except reports of progress) shall be made in writing and signed by a majority. If a minority report be made, it shall be presented at the same meeting with the majority report.

## ARTICLE IV – DUTIES OF OFFICERS

**Section 1 – President:** It shall be the duty of the President to preside at all regular and special meetings and to perform all the duties in connection with this office. The President shall also have the power to appoint any special committees which he deems necessary. He shall vote only in case of a tie.

**1a** - The President, at the first meeting after his election, shall appoint all Permanent Committee Chairman.

**1b** - The President has the power of removing a Member from a committee or changing the membership of any committee appointed by him at any time.

**1c** - The President of the Club may suspend any Member from that meeting for conduct unworthy of a Member of the Order. When a Member persists in disruptive conduct during a Club meeting it does not require a formal motion and open debate before the President may require that member to leave the room.

**Section 2 – Vice President:** It shall be the duty of the Vice President to perform the duties of the President in his absence or at his request. Upon the death or resignation of the President at any time during his term of office, the Vice President shall succeed to that office.

**Section 3 – Recording Secretary:** It shall be the duty of the Recording Secretary to keep in a suitable book a complete record of all proceedings of the Club; this would include copies to be attached to each monthly minutes all committee reports, communications, as well as the Treasurers report. Upon vacating said position, all such records should be turned over to the Club immediately.

**Section 4 – Corresponding Secretary:** It shall be the duty of the Corresponding Secretary to be responsible for all correspondence and communications. He shall receive and collect membership dues and turn over all monies to the Club Treasurer. He shall maintain an accurate record of attendance and functions of all probationary members and report at each monthly meeting. Upon vacating said position, all such records should be turned over to the Club immediately.

**Section 5 – Treasurer:** The Treasurer shall receive all monies or funds, except house committee bar receipts, (both club house and pavilion), and expeditiously deposit the same in the club’s savings and/or checking account. The Treasurer shall keep a full and accurate account of all receipts and disbursements of the club and shall only disburse the funds of this club as directed by the club membership or the Board of Directors. He/she shall monthly render a detailed account of all such transactions and the financial condition at the club’s monthly membership meeting. In addition. The Treasurer shall detail and post a line by line accounting of all recurring financial obligations, along with their due dates and annual costs prior to the June membership meeting. (This information will provide the membership with the information needed to evaluate By-Law proposals). The Treasurer shall render an annual report of the finances of the club from the previous year at the January monthly membership meeting. In addition, the Treasurer shall, subsequent to the meeting, submit full copies of the monthly and annual reports to the Chairman of the Board and Recording Secretary. A third copy shall be posted after the monthly meeting on the club bulletin board for the membership. A bond shall be furnished by said Treasurer in the amount established by the Board of Directors. The cost of this bond shall be paid by the organization.

## **ARTICLE V – DIRECTORS AND THEIR DUTIES**

**Section 1** – There shall be a Board of Directors consisting of the Executive Committee and six (6) members elected from the body of the club at the annual meeting for a term of two (2) years with only three (3) members elected to the Board each year. No member shall be elected to more than one consecutive term of office.

**Section 1a** – The Permittee cannot hold any office.

**Section 2** – The Board of Directors shall meet on the day of the monthly meeting or by call of the President or Chairman or majority of said Board.

**Section 3** – The Board of Directors shall have authority over the affairs and finances of the club, have general control of its property and all rights and powers connected therewith shall be vested in said Board.

**Section 4** – The Board of Directors shall have the power to fix and enforce penalties for violations of rules and shall have power to expel or suspend any member if, in their judgment, such member’s conduct is detrimental to the club. Any two infractions, judged major infractions by the Board of Directors, will result in expulsion. Any member having been judged by the Board of Directors has the right to appeal to the membership for a hearing. The appeal must be made at the first membership meeting following member being notified of the disciplinary action. Any decision of the Board of directors may be overturned by a two thirds (2/3) vote of the eligible attending membership during the appeal.

**Section 5** – Should any vacancy occur in the Officers or Board of Directors of the Club, the Board shall have the power to fill the vacancy or unexpired term.

**Section 6** – No agreement, contract, expenditure, or other obligation shall be made or entered into by the Directors involving a sum exceeding one thousand dollars (\$1000.00), without the consent and approval of club members at regular meeting except as defined below:

**6a** - The Stafford Fish and Game Club Directors may contract, expend, or otherwise obligate up to, *but not to exceed*, five thousand (\$5,000.00) dollars if **all** of the following requirements are met: A circumstance arises posing either an imminent safety risk to the membership,



guests, and visitors at the club or is a direct and significant impediment to the routine operation of the Stafford Fish & Game Club and:

- 1) The Treasurer confirms sufficient funds are available.
- 2) The Board of Directors votes to approve the expenditure of funds by a supermajority of 2/3rds or 7 board members.
- 3) The Chairman of the Board presents a brief report to the membership at the next monthly meeting which details the following: The nature of the safety issue or operational problem considered by the Board of Directors, the reason the Board of Directors believed immediate action was required, and lastly a summary of the expenses incurred to resolve the problem.

**Section 7** – Following each annual election, the Board of Directors will elect its own Chairman and Secretary for that year.

**Section 8** – Chairman of the Board will give a report on Board activities at the monthly meeting.

## **ARTICLE VI – MEMBERSHIP**

**Section 1** – Any person attaining the age of 16 may be considered for club membership and may become a member by vote of the organization. New members will be obligated to pay an initiation fee, in addition to the regular membership fee providing such vacancies exist.

**Section 2** – Members in good standing shall be allowed three applications a year. Probationary members may not sponsor new members until probation obligation is met.

**Section 3** – Sons and daughters of a member shall be given preference for club membership, but not deemed automatic.

**Section 4** – Membership in the Stafford Fish and Game Club, Inc. shall not exceed 300 paying members.

**Section 5** – Any person being a member for 35 consecutive years or upon attaining the age of 62 or 65, may be exempt from paying dues providing he has been a member for 20 years or 10 years, respectively.

**5a** – Any member serving active duty in the U.S. Armed Services is exempt from dues and operating fees.

**Section 6** – All members upon initial acceptance of membership will be placed on one year probation. At the end of the probationary period, the membership will vote on the final acceptance of said member. Dues and initiation fee will be forfeited if member is not accepted after probation period.

**6a** – All new proposed members must be present with sponsor at the meeting when they enter the club for payment of dues.

**Section 7** – Probationary members will be required to attend five (5) monthly meetings and 32 hours of work (work parties) each year during probationary period.

**Section 8** - It shall be the duty of the Members to report any change of residence as soon as

possible to the Corresponding Secretary of the Club.

**Section 9** - No person shall be accepted as a Member of this Club who is directly or indirectly a member of or in any way connected with the Communist Party, or who believes in the overthrow of our Government by force.

**Section 10** - No person shall be proposed as a Member of this Club who has been convicted of a felony and/or cannot purchase, own or be in the presence of firearms legally.

## **ARTICLE VII – HONORARY MEMBERSHIP**

**Section 1** - Any sportsman or individual may be made an honorary member by vote of the organization. All honorary members shall be exempt from payment of dues. Honorary membership does not however, convey voting privileges to the honoree.

## **ARTICLE VIII – DUES AND OPERATING FEES**

**Section 1** - Dues and operating fees will be accepted beginning January 1st and must be paid before May 1st. Any Member who has failed to pay their dues and operating fees by May 1st will be prohibited from utilizing Club facilities or attending any Club functions until said Member has paid in full the dues and operating fees owed and all associated late fees. When a Member is delinquent in payments, they must pay both dues and operating fees, as well as late fees before July 1st. Failure to pay in full by July 1st will result in expulsion from the Stafford Fish and Game Club, INC. This forfeit of membership does not prohibit a person from applying to be a new member of the Stafford Fish and Game Club, INC.

**Section 2** – Annual dues shall be \$99.00 per year. In addition, all members, excluding Gold Members, shall pay an annual operating fee of \$100.00 per year. Such dues and operating fees shall be paid by May 1<sup>st</sup> of each year. Any member who runs a function or fundraiser that nets at least \$500.00 profit shall be exempt from paying the following years' operating fee. The following members or group of members shall also be exempt from paying the \$100.00 operating fee; Rental Chairman, House Committee members and Building Facilitator members.

**Section 2a** – The Kids Fishing Derby Chairman as well as any regular member who runs a function or fundraiser that nets at least \$500.00 in profit, shall be exempt from the following year's dues

**Section 3** – Deleted

**Section 4** – A nonrefundable application fee of \$50.00 will be assessed at the time of application submission.

**Section 5** – Any member signing out function tickets or requesting that tickets be held for them, becomes financially responsible for the value of those tickets unless the tickets are returned to the chairman by the deadline established by the function chairman. Club membership will not be renewed unless restitution for the requested tickets is made.

**Section 6** - Dues Late Fees: Dues paid between May 1st and June 1st requires payment of a \$5 late fee. Dues paid between June 2nd and July 1st requires a \$25 late fee.

**Section 7** - The Corresponding Secretary will send out notices each year no later than June 15th to any Members who are in arrears, reminding them that they will be expelled from the Club if dues and fees are not paid by July 1<sup>st</sup>. This notification will be sent to the address on record. The Corresponding Secretary will also post a list on **July 15<sup>th</sup>** of people who have forfeited their membership due to non-payment.

**Section 8** - All regular members must donate 10 hours of labor or pay \$50.00.

## **ARTICLE IX – SESSIONS AND VOTING PROCEDURES**

**Section 1** – The annual business meeting of the club at which the regular election of officers shall be held, will be in December of each year. A Special Meeting of the members of the club may be called from time to time at the discretion of the Board of Directors or by the call of the President. All active members in good standing may take part in and vote at such meetings.

**Section 2** - Meetings are held on the last Sunday of each month at 10 am, except the months of July (no meeting) and December (third Sunday). The Board of Directors may also change said meetings at their discretion.

**2a** - The Board of Directors shall meet on the day of the monthly session at the conclusion of the regular session or by call of the President, Chairman of the Board or majority of said Board.

**Section 3** - The order of Business will be as follows:

- A. Calling Roll of Officers.
- B. Calling Roll of Probationary Members.
- C. Sickness and distress (always in order)
- D. Reading minutes of previous session.
- E. Treasurer's Report.
- F. Board of Directors Report.
- G. Reports of Committees.
- H. Reading communications.
- I. Unfinished business.
- J. New business.
- K. Good of the Order.

**3a** - A motion to dispense with the reading of the minutes is out of order.

**3b** - A motion to rescind must be carried by a two-thirds vote of those present at the meeting, not the entire membership. A motion to rescind is out of order if it proposes to undo an action which the Club cannot undo because the affected party has been notified of the result of the original motion.

**Section 4** - Elections shall be by pre-printed ballot, uniform in size and color, which ballot shall be provided by the Recording Secretary, and shall contain, beneath the title of each office to be filled, the names of the nominees for each office, or a blank space for which no one has been nominated previous to the day of the election. Each Member voting shall indicate his choice opposite the name of each nominee. The casting of each ballot shall be secret and without assistance, except in case of physical disability and suitable arrangements therefor shall be made by the Club. No ballot shall be

cast or counted other than the ones provided by the Recording Secretary. The nominee receiving the majority of the votes cast shall be declared elected. Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. In case there shall be but one nominee for any office, the Club may direct any Officer to cast the vote of the Club for the nominee.

**4a** - Probationary members who have completed the required work hours and attended meetings shall remove themselves by order of the President from the meeting upon which they are to be voted on by the membership present.

**4b** - A Member in arrears for dues or land assessment is not eligible to vote, be nominated for, elected to, installed into or hold office.

**4c** - Absentee or proxy voting is not permitted.

**4d** - The voting of an ineligible member does not void an election unless the result of the election could have been changed by illegal votes.

## **ARTICLE X – DISSOLUTION**

**Section 1** – For no reason whatsoever will this club be dissolved as long as 20 members exist.

**Section 2** – If this club should be dissolved the entire properties will be donated to the town of Stafford, Connecticut, for recreation purposes.

## **ARTICLE XI – QUORUM**

**Section 1**- At any meeting of the organization thirty (30) members in good standing shall constitute a quorum.

**Section 2**- The Board of Directors shall require six (6) Board members in good standing and the majority shall rule.

## **ARTICLE XII – AMENDMENTS**

**Section 1** --These by-laws may be amended by two-thirds vote annually in November providing the proposals have been read to the membership at each of the three preceding monthly meetings (August, September, and October) and posted by the Recording Secretary on the bulletin Board. By-laws pamphlets shall be reprinted every fourth year if necessary.

1a – Proposed By-Law amendments should include the authors name and may not be modified, even by the author, once submit and read at the August meeting.

**Section 2** – These by-laws may also be amended under emergency circumstances by a two-thirds vote of the members present and eligible to vote at any meeting of the club, provided it is stated in the notice calling the meeting that an amendment is to be placed on the agenda before the members for adoption.

## **ARTICLE XIII – INTERPRETATION**

**Section 1** - The interpretation of these by-laws shall be the duty of the Board of Directors.

## **ARTICLE XIV – VIOLATIONS**

**Section 1** - The Board of Directors at their discretion may issue one verbal warning for member infractions of the rules and regulations of the Club or for conduct deemed unbecoming of a member of the order. If the infraction is considered minor by the Board of Directors, a verbal warning will be issued to the member and recorded in the Board of Director's meeting minutes. If the member incurs an additional minor infraction within one year, the Board of Directors will impose a suspension to the individual's membership for a period no less than 30 days and not to exceed one year. This suspension shall be considered as one major infraction.

**Section 2** - Additionally, said member shall be banned from being signed in as a guest of the Stafford Fish & Game Club, INC. and its properties including functions or rentals. All violations shall be documented by the Recording Secretary as well as a Certified Letter via United States Postal Service being sent to said member explaining the decision of the Club.

**Section 3** - Expelled members shall be denied the opportunity to reapply for membership.

**Section 4** - Said violations are subject to the Club's By-laws appeals process detailed in *ARTICLE V – Section 4*

## **ARTICLE XV - POWER TO LOAN MONEY, ETC.**

**Section 1** - This Club shall not have the power to loan its funds to any of its members.

**Section 2** - Members of this Club, whether serving upon committees or in their private capacity, shall not have power to incur any expense in the name of, or for account of, the Club, without first obtaining its consent thereto, except as elsewhere provided.