

Jefferson County Sportsmen's Association

By-laws

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BY-LAWS OF THE JEFFERSON COUNTY SPORTSMEN'S ASSOCIATION

ARTICLE I NAME

- Section 1. The name of this organization shall be the "Jefferson County Sportsmen's Association", incorporated in the State of Washington on September 2, 1964.
- Section 2. The official association address shall be 112 Gun Club Road, Port Townsend, Washington 98368. The Executive Committee shall designate the mailing address.

ARTICLE II OBJECTIVES

- Section 1. The purposes for which the Association is organized are: the preservation of habitat and the propagation of fish and game in our fields, forests, streams and surrounding saltwater areas of Jefferson County and the State of Washington for the betterment of fishing and hunting conditions for the sportsman; to cooperate in teaching the public, particularly youngsters, the proper respect for, and observation of, fish and game laws of the state; to promote and maintain friendly relations between the landowner and the sportsman.
- Section 2. It is also the purpose of the Association to encourage safety and proficiency with modern firearms and primitive weapons associated with contemporary hunting and target shooting. The Association will provide facilities to teach and develop these skills.
- Section 3. Long range planning and commitment being a necessity in pursuit of these goals, the duration of the Association shall be perpetual until or unless dissolved in accordance with Article XII of these bylaws.
- Section 4. To further the pursuit of the goals outlined in Sections 1 and 2 above, the Association shall maintain affiliation with the National Rifle Association of America, the Washington State Rifle and Pistol Association, the Pacific International Trap Association, the Washington State Sportsmen's Council and other associations deemed appropriate by the Executive Committee.
- Section 5. The Jefferson County Sportsmen's Association shall operate on a not-for profit basis, shall be non-partisan and non-sectarian

ARTICLE III GOVERNANCE

- Section 1. The Association shall be under the overall direction of an Executive Committee consisting of the elected officers of the Association. The Executive Committee shall be responsible for the management of the general operations and activities of the Association.
- Section 2. The Executive Committee shall be responsible to the membership to ensure the wishes of the membership are carried out by prudent management of the Association's assets and enforcement of the rules, regulations and policies of the Association. The Executive Committee shall verify the accuracy of the accounting of all Association properties and their safekeeping.
- Section 3. The Chairman of the Executive Committee shall be the elected President of the Association and he shall preside over the meetings of the Executive Committee.
- Section 4. Meetings of the Executive Committee shall be at the convenience of the Committee but shall be not fewer than once per calendar quarter. Any member of the Committee may request a special meeting by notifying the Secretary who will, in turn, notify the other members of the Committee.
- All meetings of the Executive Committee may be in person, or by electronic means or conferencing among members who have filed a consent to electronic communications in the records of the Association
- Section 5. A vacancy on the Executive Committee may be filled by a majority vote of the remaining members of the Committee. However, if more than one vacancy exists, they shall be filled by the general membership at an election for that purpose. Notification of vacancies on the Executive Committee and the election for the same shall be announced in the Association newsletter. An election to fill the vacancies shall take place at the general membership meeting immediately following such announcement and be determined by simple majority vote of the eligible voting members present at that meeting.
- Section 6. At least three members of the Executive Committee must be present at Executive Committee meetings and at any general membership meeting to constitute a quorum.
- Section 7. Action may be taken by the Executive Committee on any matter affecting the organization or operation of the Association except for those matters reserved to the membership; to wit: election of officers, amendments to these by-laws, establishment of membership dues, appeals of administrative action in the cases of suspension or expulsion of membership, and election of Honorary Life members.

Section 8. Eligibility to vote on matters affecting the Association shall be affirmed if the member is in good standing with the Association and has paid all the appropriate dues and fees required for membership and is eighteen years of age or older and is not a member covered under a Corporate/Group Affiliation. Only the primary member of a Family membership shall be eligible to vote. Each Corporate/Group Affiliate membership shall have one vote per each ten members included on the Group roster.

Section 9. Voting members may participate in person, by mail or electronic means including conferencing, email, text or any means of communication by which all persons participating may hear each other during the meeting, in any annual, regular or special meeting of the members, or receive physical or electronic ballots for elections, if the member has filed a consent to electronic communication in permanent records of the Association unless it is revoked in writing. A member participating in a meeting by these means is deemed to be present in person at such meeting.

Any person who has participated in an electronic meeting or sessions, notification, election or communications with the Association Prior to adoption of these by-laws is deemed to have consented to electronic communication unless revoked.

Section 10. The Association Newsletter shall be the official and legal form of notice to members, and shall be distributed by mail, manually or any other means including electronic means to those members who have filed a consent to electronic communication designed to insure actual receipt by the members, and to preservation of a permanent record by the Association.

ARTICLE IV OFFICERS

Section 1. The officers of the Association shall be President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Range Master who, acting together, shall constitute the Executive Committee.

Section 2. A Nominating Committee of not less than three (3) members who do not hold any other elective office shall be appointed by the President not later than September of each year

Section 3. The Nominating Committee will present a full slate of candidates for the Officers positions at the October general membership meeting. This slate shall be published in an Association's newsletter, which shall be distributed to be received by the members prior to the general membership meeting in November. The November general membership meeting shall be open to nominations from the general membership. Nominations may only be closed

after the President has called for further nominations three (3) times. Any office for which only one person has been nominated may be voted at that time by acclamation.

- Section 4. The Officers shall be elected at the general membership meeting in January of each year if there is more than one nominee for an elective office. The election shall be determined by a simple majority vote of the eligible voting members in good standing who have responded by a date published on a ballot inserted in an Association newsletter to be distributed to members in sufficient time to allow for receiving, counting, and certifying the election at the January meeting of the Association. Elected officers shall hold offices for one year or until their successors are elected. (The offices of Secretary and Treasurer may be combined.
- Section 5. Resignation of any officer may be accepted by a majority vote of the remaining members of the Executive Committee.
- Section 6. The officers shall be members in good standing of the Jefferson County Sportsmen's Association.

ARTICLE V DUTIES OF OFFICERS

- Section 1. President: The President shall preside at all meetings of the Association and of the Executive Committee. He shall appoint the chairperson of all regular and special committees and he shall be a member ex-officio of those committees. He shall designate a special committee to review the financial books of the Association which shall occur at least once per calendar year. He shall perform all such other duties as usually pertain to this office and promote the objectives of the Association.
- Section 2. Vice President: The Vice President shall perform the duties of the President in his absence or at his request. He shall also be responsible for the control, maintenance, and safe keeping of all Association buildings, grounds, equipment and other properties not including salable or expendable supplies.
- Section 3. Secretary: The Secretary shall conduct all official correspondence. He shall notify the membership of special and annual meetings. He shall keep a reasonably accurate record of all meetings of the Executive Committee and of the Association and have the custody of the books and papers of the Association except the Treasurer's books of accounts. All applications for membership in the Association shall be made to the Secretary or the Secretary's designee(s). The Secretary shall be responsible for the collection of all dues and fees and shall submit them to the Treasurer, thereon taking his proper receipt. The Secretary shall periodically publish the Association newsletter and

distribute the same to the membership at least four times per calendar year at such times as to allow for general and special notices and elections.

Section 4. Treasurer: The Treasurer shall have charge of all funds of the Association and place the same in such bank or banks as may be approved by the Executive Committee. Such money shall only be withdrawn by check signed by the Treasurer and one other Officer and then only for the payment of bills that have been approved by the Executive Committee or the membership.

The Treasurer shall prepare an annual budget of expected revenue and anticipated expenditures for the coming fiscal year. Such budget will be ratified by the Executive Committee and approved by the membership by majority vote at a membership meeting.

The Treasurer shall keep an accurate account of all his transactions and render a detailed report with vouchers at any meeting of the Executive Committee when requested to do so and submit an annual report to the Association at its general membership meeting in January of each year. The Treasurer's annual report to the members shall be reviewed for accuracy prior to submission of the report and certified by a party not affiliated with the Association, such party to be as approved by the Executive Committee.

The Treasurer shall maintain an inventory of salable and expendable supplies and prepare a report for inclusion in a periodic report to the Executive Committee.

Section 5. The treasurer shall be designated as the Registered Agent of the Association.

Section 6. The Sergeant-at-Arms shall keep order at Executive Committee and general membership meetings, and perform such duties as the president may assign.

Section 7. Range Master: The Range Master shall have charge of all small-arms instruction with authority to appoint assistants. He shall have overall charge of shooting activities (both modern firearm and primitive weapons) and shall work closely with Committee persons to coordinate the use of the Association's facilities in a safe and expeditious manner.

ARTICLE VI SUSPENSION OR EXPULSION

Section 1. Any officer may be removed by a two-thirds majority vote of the eligible voting members in good standing present at any special meeting called for this purpose. At such special meeting, the officer shall be given a full hearing. No vote on suspension or removal may be taken unless at least fifteen days written notice of the reason(s) for the removal and the time and place of the special

meeting at which such ballot on the removal is to be taken has been given to the officer.

Section 2. Any member may be suspended or expelled from the organization for any cause deemed sufficient by the Executive Committee by a two-thirds majority vote of the Executive Committee present at a special Executive Committee meeting called for this purpose. No vote on suspension or expulsion may be taken unless at least fifteen days written notice has been given to the member of the charges preferred and of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meeting, the member under charges will be accorded a full hearing.

Section 3. Any member in good standing may prefer charges against any officer or member. The charges shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary. The Secretary will immediately notify the President. The President shall call a special meeting of the general membership or of the Executive Committee--as appropriate per Sections 1 and 2-- to hear the charges. The Secretary will give at least fifteen days notice of the meeting to each member of the Association or to each member of the Executive Committee, as appropriate per Sections 1 and 2, and to the accuser and to the accused. Such notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

Section 4. Any member suspended or expelled by the Executive Committee may appeal to the full membership of the Association. Such appeal shall be made in writing to the Secretary who shall notify the President. The President will call a special meeting of the Association for the purpose of acting on the appeal.

The Secretary shall give at least fifteen days written notice to all members of the Association stating the date, time, place and reason for such special meeting. At such meeting of the Association, the Secretary will read the original charges, the supporting affidavits, and the minutes of the special meeting of the Executive Committee at which the charges were heard and action taken. A full hearing shall be given to the accuser and the accused. A vote will be taken of the eligible voting members present and a two-thirds majority vote is required to reverse any action of the Executive Committee.

Section 5. Any official or member of the Association who is suspended or expelled by the National Rifle Association of America shall automatically stand suspended or expelled from the Association immediately upon receipt of official notice by Secretary of the National Rifle Association of America.

ARTICLE VII MEMBERSHIP AND DUES

Section 1. Any person of good moral character having never been convicted of a felony, and with the desire to cooperate in pursuit of the interests and under the conditions set forth in Article II, may become a member of the Association upon application accompanied by payment of the designated dues and upon completion of a range orientation and safety briefing by the Rangemaster or his designee.

Section 2. Categories of Membership:

- Individual Membership
- Family Membership
- Junior Membership
- Life Membership
- Temporary Membership
- Corporate/Group Affiliate Membership

Section 3. Annual dues for membership in the Association shall be set by a two-thirds majority vote of the eligible voting members present at the November general membership meeting each year - to be effective for the following calendar year. In the event that no action is taken at the November general membership meeting, the then-current dues rate shall remain in effect for the following calendar year.

Annual dues for individual members shall not be less than forty dollars (\$40.00).

Family membership shall be one and one-half times the rate for individual members. The family membership shall be defined as one or two adults at the same address and include all dependent children or grandchildren under the age of eighteen (18).

Junior membership dues shall be one-half the rate for individual members. A Junior Member is defined as an individual person under the age of eighteen who is not included as part of a separate family membership.

Life Membership: Any member may purchase a Life Membership by submitting application to the Executive Committee and paying a one-time dues fee equal to ten times the annual individual membership dues in effect at the time of application. Membership shall continue for the life of the member without further dues unless suspended or revoked.

Corporate/Group Affiliate: Groups of organized individuals may apply for this membership category by applying to the Secretary with a roster of members of

the organization and paying a single dues payment equal to the rate in effect at the time of the application for an individual member times the number of members on the corporate/group roster. In addition, the affiliated Corporate/Group shall pay a single initiation fee upon initial application.

In addition to the dues current at the time of application, first-time members shall pay an Initiation Fee of forty dollars (\$40.00).

Any member or Corporate/Group Affiliate allowing their membership to lapse for a period of 24 months shall be required to pay an Initiation Fee in addition to the then-current dues rate to reestablish membership in good standing. This requirement may be excused by the Executive Committee for extenuating circumstances, e.g., active military duty.

Red, White, and Blue Membership: Active military or active law enforcement dues will be discounted by 25% for either Individual or Family Memberships.

Late-year membership: Dues for new members or members that have lapsed more than 2 years applying after 1 August shall be one-half the rate for Individuals or Family Memberships. Initiation fee still applies.

- Section 4. Persons under eighteen years of age whose parent(s) or legal guardian hold a valid family membership or who hold a Junior Membership as defined above, shall be allowed all Association privileges, except voting. Upon reaching the age of eighteen, this person must establish *Individual* membership in the Association to enjoy Association privileges and responsibilities.
- Section 5. The fiscal year of the Association shall begin on January 1 and end on December 31. All dues shall be fully applicable during any portion of this period.
- Section 6. An Honorary Life Membership may only be awarded for outstanding and meritorious service to the Association. Such an award may be recommended by any member in good standing and shall be affirmed by the Executive Committee. Such recommendation must then be published in the Association's newsletter and ratified by a two-thirds majority of the eligible voting members present at the next general membership meeting of the Association.
- Section 7. An appropriate card or certificate shall be given to each member as evidence of membership.
- Section 8. Any member may terminate his or her membership at any time by a written resignation delivered to the Secretary. Resigning members are not entitled to a refund of dues already paid.
- Section 9. The Executive Board will have the authority to recognize certain special groups as Temporary Members and will have the authority to set the terms of such

temporary membership and to set the per diem rate for such temporary member for the use of Association facilities.

ARTICLE VIII STANDING COMMITTEES

Section 1. The President shall annually appoint at least one standing committee on rules and programs for each of the following activities:

- Rifle
- Pistol
- Shotgun
- Muzzle-loading
- Archery
- Firearms Training
- Youth Programs
- Ecology, Fish and Game Hunter Education

ARTICLE IX SPECIAL COMMITTEES

Section 1. The President may appoint, for such time as deemed necessary, special committees to take care of extraordinary problems that may arise.

The President shall appoint a Chairman of a Special Financial Review Committee to ensure an accurate accounting of Association funds is accomplished and reported to the Executive Committee at least once per calendar year and/or upon change to the occupancy of the office of Treasurer.

ARTICLE X MEETINGS

Section 1. General membership meetings shall be held at least monthly at such time and place as determined by the Executive Committee. The annual meeting shall be the January meeting of each year.

Section 2. A simple majority of the eligible voting members present at a general membership meeting shall decide any issue not otherwise specified in these by-laws.

Section 3. Order of Business. The following shall be the regular order of business at all meetings of the Association and the Executive Committee.

- a) Call to order
- b) Roll call of officers
- c) Reading of minutes of previous meeting
- d) Treasurer's report
- e) Reports of committees
- f) Unfinished business
- g) New business
- h) Adjournment

Section 4. Rules: The Revised Robert's Rules of Order shall govern the deliberation of all meetings unless specific exceptions are made herein.

ARTICLE XI AMENDMENTS

Section 1. Any amendment or change to these by-laws may be introduced by any member in good standing of the Association at any general membership meeting. The proposed amendment along with any supporting rationale for the amendment must also be presented in writing by the member to the Secretary.

A copy of the proposed amendment must then be published in the next Association newsletter along with a ballot upon which eligible voting members may cast their vote. The ballot shall have a date by which the ballot must be returned to the Secretary and only votes cast on the official ballot and received upon or prior to the deadline shall be counted. Ballots received after the deadline will be collected but will not be counted and will have no effect on the affirmation of an amendment to the by-laws. Ballots will be archived for a period of one year.

The proposed amendment may only be affirmed by a two-thirds majority of the votes cast on an official ballot designed for the purpose and returned to the Secretary upon or prior to the deadline established for the ballot. The Secretary will convene a committee to count the votes and announce the results of the election at the next member meeting and in the next Association newsletter.

ARTICLE XII DISSOLUTION

Section 1. In the event of the dissolution of this Association, after all obligation of financial concern have been settled, the net proceeds of this Association shall be donated to the National Rifle Association Foundation, which is a legal 501 C (3) tax exempt organization.