

**BY LAWS OF THE LEE SPORTSMEN'S ASSOCIATION, INC.  
565 FAIRVIEW ST., LEE, MA 01238**

**ARTICLE I  
NAME**

The name of the organization shall be the Lee Sportsmen's Association, Inc. A nonprofit organization incorporated under M.G.L. Chapter 180 of the Commonwealth of Massachusetts and Section 501 (C)(3) of the Internal Revenue Service Tax Code.

**ARTICLE II  
PURPOSES AND OBJECTIVES**

The purposes and objectives of the Lee Sportsmen's Association, Inc. are:

1. The preservation and propagation of fish and game, a proper respect for and the enforcement of game laws, the enactment of new laws for such purpose and the repeal of laws not in conformity with true sport. To aid in the preservation of forest and wetlands and prevention of pollution of lakes and waterways;
2. To promote public safety and educate the public regarding the safe and effective use of firearms for all lawful purposes;
3. To foster and promote the shooting sports, through qualified instruction and training;
4. To promote hunter safety, and to promote and defend hunting as a shooting sport and as a viable and necessary method of wildlife management, and wise use of our renewable wildlife resources.

**ARTICLE III  
MEMBERSHIP /VOTING RIGHTS**

**Section 1** Classes of Membership are as follows:

(a) Individual Membership: There shall be a membership known as an Individual membership. This shall consist of a single person eighteen (18) years of age or older. Individual members have voting rights.

(b) Family Membership. There shall be a membership known as a Family membership. A Family membership shall consist of parents, spouses, or partners and children under the age of eighteen (18) or grandparents and grandchildren under the age of eighteen (18). Adult members (18 years of age or older) of a family have voting rights.

(c) Junior Membership. This shall be a person under eighteen (18) years of age. Junior members shall not have voting rights. All Association facilities are available to Junior members when properly supervised. In order to engage in all sporting activities, Junior members must be in the company of a properly licensed Association member over eighteen (18) years of age.

(d) Senior Membership. Any member having attained the age of 70, and already having been a Member in good standing for the prior five years, will be considered a Senior Member. Senior Members between the ages of 70 and 75 years of age will be eligible for continued membership at ½ of the membership price in effect. Senior Members receive a Life Membership after their 75<sup>th</sup> birthday. Senior Members have voting rights.

(e) Life Membership Any current member in good standing for the prior five years that has made exceptional contributions and the Association considers worthy may be granted a Life membership. Life membership is free to qualified and approved members. Life members have voting rights. Such a membership must be nominated by a majority vote of the Board of Directors, and a majority vote of members present at a monthly Membership Meeting.

(f) Honorary Membership. Any person that the Association considers worthy may be granted an Honorary membership. Honorary members do not have voting rights. Such a membership must be nominated by a majority vote of the Board of Directors, and a majority vote of members present at a monthly Membership Meeting.

**Section 2.** Annual dues shall be set by a vote of the Board of Directors subject to the approval of the membership by a majority vote of the members present.

**Section 3.**

(a). A Membership year shall extend from January 1st to December 31st, inclusive.

(b). Members will be granted a grace period ending on January 31<sup>st</sup> to renew an existing membership while maintaining the eligibility requirements of Article VIII Section 1 (b). To be

considered on time renewal paperwork must be postmarked or hand delivered to the Treasurer before the end of the grace period.

(c). After February 1st, a membership allowed to lapse will incur a reinstatement fee in addition to the annual dues, to be determined by the Board of Directors.

(d). After one year, a new application for membership must be presented in accordance with Article III Section 5 (d).

(e). Any new member joining the Association after the annual meeting in November shall be considered a member for the balance of the current year and for the following year.

#### **Section 4.**

Membership dues for new members joining between July 1st and October 31st are prorated to 50% of the current membership dues. A new member is defined as anyone who has not previously been a member for 5 years.

#### **Section 5. Eligibility**

(a). There shall be no restriction on membership based on a person's sex, religion, creed, color, nationality, or any protected class status.

(b). Prospective new members shall bring a completed application for membership to a regular meeting of the membership. The applicant must be present for a membership meeting for the members present to vote on acceptance of their application. The application shall be approved or rejected by a majority vote of the members present at the meeting. The vote may be conducted by secret ballot if requested by any member in good standing. Upon approval and payment of dues, the new member will be scheduled to attend an orientation. New junior members will be allowed to bypass the component of coming to a membership meeting to join but may participate in junior activities. Special circumstances of individual applicants will be considered by the Board of Directors on a case-by-case basis.

(c). The membership application process shall be subject to such additional procedures as the Board of Directors shall deem appropriate.

(d). No member will be given access to the grounds (neither proxy cards nor combinations) until they complete the standard orientation.

#### **Section 6. Rights and Privileges of Members**

(a). All members who comply with the Standard Operating Procedures and Range Rules have the privilege of using the shooting ranges.

(b). All members must comply with applicable State and Federal Laws, if any, regarding licensing and/or supervision on the shooting ranges.

(c). All members shall have the privilege to attend and be heard at all official meetings of members and shall have the right to attend all meetings of the Board of Directors and standing and special Committees of the Association, except during executive sessions thereof.

(d). Each member with voting rights shall be entitled to cast a vote at any election, which vote shall be cast as provided in these Bylaws. In order for a member to cast a vote at the annual meeting of members, a properly completed, fully paid application must have been received by the Membership Committee on or before the thirtieth (30th) day prior to the date of the meeting.

(e). Any member with voting rights shall have the right to present themselves for candidacy and to become an Officer or Director in accordance with the procedures set forth in Article VIII Section 1 (b).

(f). Any member with voting rights shall have the right to present themselves for membership of a committee.

(g). Members of the Association entitled to vote shall have the right to demand a special meeting of the members by the procedure provided in Article VII Section 1 (e).

#### **Section 7** Involuntary Termination of Membership and Disciplinary Proceedings:

(a). Default. Any member in default in payment of dues shall be terminated from membership and from all rights and privileges of membership.

(b). Suspension and Termination.

i. Any member may be suspended or terminated for good cause, including but not limited to any conduct as a member that is contrary to or in violation of the Bylaws of the Association; for having obtained membership in the Association by any false or misleading statement; or, without limitation, conduct disruptive of the orderly operation of the Association in pursuit of its goals; willfully making false statements or misrepresentations about the Association or its representatives; or for willful violation of any of the Association's range rules, Standard Operating Procedures, or other regulations.

- ii. Unauthorized spending of Association funds or use of the Association's name or confidential membership information without authorization shall result in immediate suspension, subject to adjudication by the procedures in Article III Section 7 (c).
- iii. Any member convicted of violating any State or Federal firearms laws, or the fish and game laws of any State, will be automatically suspended. Reinstatement of membership shall be subject to review and approval by the Board of Directors.
- iv. No member so suspended or terminated will be entitled to any refund of dues or contributions already paid.

**(c).** Procedure for Discipline, Suspension, or Termination.

- i. Any member of the Association in good standing may file a complaint with any Officer or Director of the Association against any individual member regarding a member's actions or conduct while on Association property. The Officer or Director shall transmit the complaint to the Secretary for due process.
- ii. The complaint must be in writing and signed by the complainant. It must distinctly describe the act(s) alleged. No complaint shall be filed or considered with respect to the same facts or transactions as an earlier filed complaint. The complaint shall be based solely on facts, events, and transactions that shall have occurred not more than ten (10) days prior to the filing of the complaint. All exhibits referred to in the complaint shall accompany the complaint.
- iii. The Officer or Director notified under subsection (i.) shall transmit the complaint to the Board of Directors for consideration as soon as reasonably possible but no later than seven (7) days from the filing of the complaint.
- iv. The Board of Directors shall determine the merit of the complaint. If the complaint has merit, the Board of Directors shall set a date for a hearing and notify the complainant and the accused. The Board of Directors shall provide a copy of the complaint to the accused.
- v. The Board of Directors shall determine by majority vote whether the charges warrant suspension, termination, or other discipline, or should be dismissed.
- vi. If the Board of Directors determines not to dismiss the charges, it shall propose a resolution providing for suspension, termination, or other discipline as appropriate.
- vii. The Secretary shall promptly notify the accused member of the suspension, termination, or other discipline by mailing him/her a copy of the resolution. The Secretary shall enclose a copy of the complaint, the exhibits if any, and the Bylaws of the Association.

**(d).** Notice and Service by Mail. Where notice is required under this Section, notification shall be by personal service or by certified mailing to the address of record with the Secretary. Notification by mail shall be deemed to have been served five (5) days after mailing.

(e). Confidentiality. All meetings under this section shall be held in executive session of the Board of Directors.

(f). If the accused person allows his or her membership to lapse by failing to pay dues or by resigning pending final disposition of the complaint, then such person shall not be eligible to rejoin the Association without permission of the Board of Directors.

## **ARTICLE IV MANAGEMENT**

### **Section 1.**

(a). The management of this Association shall be vested in a Board of Directors consisting of the President, Vice President, Secretary and Treasurer and eight (8) other Directors elected by the membership. The Officers will be elected separately from the Board of Directors. The slate of Officers elected at the annual meeting will officially take office on January 1st. The above Officers will be elected at the annual meeting, the Directors to serve a four-year term, two elected annually.

(b). There shall also be a seat on the Board of Directors to be held by the outgoing President. This seat is vested in the outgoing President which shall continue for a one-year period, making a ninth (9th) Director. The outgoing President shall serve as a voting member of the Board of Directors. If there is no outgoing President, this seat shall remain vacant.

(c). The Board of Directors shall annually elect a Chairman of the Board of Directors from the membership of the Board at the January Board meeting.

### **Section 2. Vacancies**

(a). Vacancies occurring in any of the foregoing Officer or Director seats shall be filled at a regular meeting after the membership has been notified, by a majority vote of members present.

(b). The temporarily elected Officer(s) or Director(s) shall continue until the next annual meeting at which time these vacancies shall be filled for the balance of the unfilled term of the vacated seat by a majority vote of the members present.

**Section 3.** Any Director absent from three (3) consecutive Board of Directors meetings without a valid excuse may be released from the Board of Directors. To be excused, a member of the Board shall notify the Chairman of the Board of Directors before the meeting.

**Section 4.** Officers and Directors shall be elected by secret ballot in accordance with Article VIII Section 4.

## **Section 5. Resignation of Officers and Directors**

(a). No resignation will be accepted unless properly presented to the Chairman of the Board of Directors in writing.

(b). Written resignations shall include, at minimum, the member's name, position(s) being resigned, date, and signature.

## **ARTICLE V DUTIES OF OFFICERS**

### **Section 1. Board of Directors**

(a). The Board of Directors shall constitute the governing body and shall have general control of all Officers and Committees, and the management of affairs and funds of the Association (subject to such limits as set forth in Article VI Section 1(b)).

(b). The Board of Directors shall have the power to purchase and to lease, pledge and sell all such personal and real property, and to make all such contracts and agreements in behalf of the said Lee Sportsmen's Association, Inc. as they may deem needful or convenient for the successful prosecution of its purposes and operation in accordance with Article VI, Section 1(b).

(c). Liability insurance shall be carried in an amount determined and approved by the Board of Directors.

(d). Real property values and insurance shall be reviewed by the Board of Directors every three (3) years.

(e). The Board of Directors shall review any applicable fees for use of the ranges or other Association property, as appropriate, and present such to the Membership for approval.

### **Section 2. Board Decisions**

(a). Decisions of the Board of Directors shall be by majority vote unless otherwise required by law or these bylaws.

### **Section 3. President**

(a). It shall be the duty of the President to preside at all regular meetings of the Association and perform such other duties as ordinarily pertain to this office.

### **Section 4. Vice President**

(a). The Vice President shall perform any other duties as shall be assigned to him by the Board of Directors or the President.

#### **Section 5. Secretary**

(a). It shall be the duty of the Secretary to keep accurate records in permanent form of the minutes of all meetings, send out required notice, and to perform such other duties as ordinarily pertain to this office or as may be prescribed by the Board of Directors. Such correspondence must be kept for at least two (2) years, unless otherwise required by law.

#### **Section 6. Treasurer**

(a). It shall be the duty of the Treasurer to receive all money, give a receipt for same, to deposit all funds hereinafter prescribed, and to account for same to the Association at its regular meeting or at any time upon request of the Board of Directors to pay all bills, and to perform such other duties as ordinarily pertain to the office or as further provided herein. Upon his/her leaving the office, the Treasurer shall then turn over to their successor, or the President, all funds and records belonging to the Association. All records, canceled checks and receipts shall be kept for at least seven (7) years.

(b). The Treasurer shall be bonded for such a sum as the Directors may from time to time direct.

**Section 7.** All Officers, Directors, and Committees shall serve without pay or gratuity, except for actual expenses. Any Officer or Director that may have a financial interest in any project, acquisition, or disposition of the Association shall disclose such interest and abstain from any vote pertaining to such project, acquisition, or disposition. Any such disclosure shall be recorded in the meeting minutes. Further guidance may be had by reference to the official conflict of interest policy as adopted by the Corporation and which is incorporated herein and attached hereto.

**Section 8.** The Officers and Board of Directors shall enforce the Standard Operating Procedures, Range Rules, and Bylaws, and are responsible for taking disciplinary action for violations of such, as required per Article III Section 13.

## **ARTICLE VI FUNDS**

#### **Section 1.**

(a). All funds received shall be turned over to the Treasurer and deposited by the Treasurer in the name of Lee Sportsmen's Association, Inc. in such a bank as designated by the Board of Directors. All disbursements of the funds of this Association shall be made by check drawn by its Treasurer upon its deposit account.



(b). All appropriations and expenditures of money, or dispositions of Association property, in excess of \$200.00 per Officer/Director shall require a two-thirds vote of a majority of all Directors through e-mail acknowledgement, telephone acknowledgement, or present at a meeting. No expense on a project may be made by the Board of Directors in excess of \$2,000.00 without a majority vote of the membership at any regular or special meeting called for that purpose. No project shall be considered for approval without a written proposal defining the scope, purpose, estimate for material and labor costs, and an estimated completion date for the project. The membership shall be notified of any projects in excess of \$2,000.00 via announcement at a regular meeting, on the Club website, by email, and/or by postal mail a minimum of 15 days before the next regular or special meeting called for that purpose. Notification of any such project will include the date the vote will be taken, copies of pertinent proposal(s) and costs. Notification requirements can be waived by a two-thirds majority vote of all Board of Directors members on items that are normal operational expenses through e-mail acknowledgement, telephone acknowledgement, or present at a meeting.

(c). In the event of an emergency, appropriate expenses may be taken to secure real property and prevent further damage, without prior authorization of the membership. The maximum amount of this expense shall be the minimum required to secure real property and prevent further damage. An emergency must be declared by any three (3) Officers or Directors of the Association before any expense may be taken under this section. Notice of the emergency and the expense taken must be given to the membership no later than the next meeting of the membership.

(d). An audit of the financial transaction shall be made at the close of each fiscal year by the Auditing Committee. The Treasurer and others having books of account or record shall submit them to such an auditor at any time throughout the year after having received a twenty-four (24) hour notice by the Chairman of the Auditing Committee.

(e). Committee Chairpersons shall record income and expenses on forms approved by the Board of Directors. Chairpersons shall submit a copy of such forms to the Treasurer. All such copies shall be maintained for annual audit purposes.

(f). The Auditing Committee shall report audit results at the March Membership meeting.

## **Section 2.**

Any voluntary dissolution of the Association shall be in accordance with Title XXII Chapter 180 Section 11A of the laws of the Commonwealth of Massachusetts and to Attorney General notice requirements under GL c. 180 §8A(c)

## **ARTICLE VII MEETINGS**

## **Section 1.**

(a). The regular meeting of the Membership shall be held on the first Wednesday of each month at approximately 7:00 PM at the Association's clubhouse, except in the case of a legal holiday. A meeting schedule for the year will be posted on the club's website. Attendance is open to prospective members and to current members.

(b). The annual meeting is held on the first Wednesday of November. Attendance is restricted to those members with voting rights.

(c). The regular meeting of the Board of Directors shall be held at such time as the Board deems appropriate, but no later than the day prior to the regular meeting of the Membership.

(d). Special meeting of the Board of Directors may be called by four (4) members of the Board of Directors. Notice of such special meetings will be given by the Chairman of the Board to all members of the Board of Directors at least twenty-four (24) hours before said special meeting.

(e). Special meeting of the Membership may be called pursuant to Title XXII Chapter 180 Section 6A of the laws of the Commonwealth of Massachusetts.

(f). All business of the organization shall be transacted by voice vote or show of hands, except elections, which shall require a secret ballot. At any meeting of the Board of Directors or Membership, a ballot vote can be requested by the majority of the Board or Membership, whichever is appropriate.

(g). Twelve (12) members shall constitute a quorum at the general membership meeting. Fifteen (15) members shall be required to vote on any expenditures in excess of \$2000.00.

(h). Seven (7) members of the Board of Directors shall constitute a quorum of the Board of Directors for the transaction of any business.

## **ARTICLE VIII NOMINATIONS AND ELECTIONS**

### **Section 1.**

(a). The election of Officers and Directors shall take place at the annual meeting of this Association. They shall assume office on January 1st.

(b). In order to qualify for an elective office, each person nominated must have been an active member of the Association for the entire membership year immediately preceding the election, as defined in Article III Section 3, prior to nomination and be in good standing.

## **Section 2.**

(a). The nomination for Officers and Directors shall take place at the October meeting of the Membership. These nominations shall be supplied by a nominating Committee consisting of at least three (3) members of the Board of Directors or members, who are not seeking reelection or election to another office.

(b). The Nominating Committee shall be responsible for gathering the names of the candidates and verify their eligibility to hold office. Eligibility shall be verified with the Membership Committee. Any candidate determined to be eligible in accordance with Article VIII Section 1 (b) shall be placed on the ballot.

(c). The Nominating Committee shall create ballots for the election with the names of the candidates for each position to be elected, and an additional line for write-in votes for each position to be elected.

**Section 3.** Any individual may be a nominee for only one (1) elected position on the ballot. No individual may be a nominee for more than one (1) elected position per election cycle.

## **Section 4.**

(a). Elections shall be conducted by the Elections Committee.

(b). The Elections Committee shall consist of three (3) to five (5) members or more, who volunteer to run the elections. Officers and Board of Directors are eligible as long as they are not seeking office, and it is encouraged to seek membership volunteers.

(c). The Elections Committee shall verify the voting eligibility of each member wishing to cast a vote from the current membership list.

(d). All elections shall be decided by a plurality vote of the ballots cast by members present, by secret ballot. All voting shall be conducted in person. No voting shall be conducted by proxy or absentee ballot.

(e). The Elections Committee shall provide a tally of the number of ballots and votes cast for each position to the Secretary no later than the end of the meeting in which the election takes place.

(f). The Elections Committee shall maintain all ballots cast in any election for a period of ninety (90) days from the date of the election.

(g). Any member has the right to witness the counting of ballots and the right to request a recount, to be completed immediately.

**ARTICLE IX  
ORDER OF BUSINESS**

1. Meeting called to order.
2. Roll call of Officers and Directors.
3. Election (annually or when appropriate).
  - (a). After election, continue meeting, results announced at close of meeting.
4. Minutes of last membership meeting, Board of Director's meeting and/or special meetings.
5. Treasurer's Report.
  - (a). Audit Report (annually).
6. Committees' Reports.
7. Unfinished Business.
8. New Business.
  - (a). Suggestions for the good of the Association.
  - (b). Voting in new members.
9. Adjournment.

**ARTICLE X  
COMMITTEES**

**Section 1.**

(a). The President shall nominate at the January meeting following the annual election, subject to the approval of the Board of Directors, at least one Chairman of the following Standing Committees for a term of one (1) year, January 1st to December 31st. Each Committee will consist of such a number of members invited by the Chairman and volunteers of the membership. No members shall be denied the right to serve on a committee if they wish to do so. All Committee activity is subject to such rules as the Board of Directors shall from time to time institute.

(b). In the event that the Board of Directors rejects any appointment, the current Committee Chairman shall remain as Chairman until the President and the Board of Directors agree on the Committee Chairman. The President shall appoint a replacement candidate at the next Board of Directors meeting for the Board's consideration, and at each successive Board of Directors meeting thereafter, if necessary.

**Section 2. Standing Committees**

1. Fish, Game and Pheasants.
2. Finance.

- (a). Audit.
- 3. Skeet, Trap and Sporting Clays.
- 4. Pistol.
  - (a). Indoor.
  - (b). Outdoor.
- 5. Rifle.
- 6. Archery.
  - (a). Indoor.
  - (b). Outdoor.
- 7. Membership.
- 8. Education.
- 9. Youth Programs.
- 10. Any and all such other Committees as the Board of Directors shall select from time to time.

**ARTICLE XI  
OFFICE**

The principal office of this Association will be in the Main Clubhouse at the Association grounds located at 565 Fairview Street, Lee, MA 01238. Any and all business and membership correspondence shall be directed to P.O. Box 175, Lee, MA 01238..

**ARTICLE XII  
BY-LAW AMENDMENT**

The Bylaws may be amended at any meeting of the membership, by a majority vote of the members present, provided at least thirty (30) days' notice of any proposed change shall be given to the membership. Amendments shall become effective immediately following the adjournment of said meeting.

**ARTICLE XIII  
GENERAL**

**Section 1.** No contributions shall be solicited at any meeting of the Association, or by individual members, unless authorized by the Board of Directors.

## **Section 2.**

(a). Contractors hired by the Association shall provide a current certificate of insurance, to be maintained by the Secretary.

(b). When services or equipment are donated to the Association, the donor shall provide the Association with a value of the services or equipment donated. The Association shall provide the donor with a tax donation certificate equal to the value of the donation.

## **Section 3.**

(a). Prior to any individual, group or organization requesting use of the grounds or facilities of Lee Sportsmen's Association, the individual or a representative of said group or organization shall present to the Board of Directors the purpose and scope of their proposed use, to include any required licenses or permits and appropriate liability insurance or waiver of liability and fees for use of grounds and equipment.

(b). Proof of any required licenses or permits and appropriate liability insurance or waiver of liability shall be submitted to the Secretary no later than seven (7) days prior to the event taking place.

(c). Any fees associated with the use of Lee Sportsmen's Association grounds or facilities shall be at the discretion of the Board of Directors.

## **Section 4.**

Non-Members having any business before the Corporation, or agents or counsel for the Corporation shall be permitted to attend any meeting of the Board of Directors or other meetings described in these Bylaws provided that such attendance has been approved by the Board of Directors

The foregoing Bylaws were accepted on \_\_\_\_\_.