

ARTICLE I NAME

SECTION 1: The names of this Association will be the West Manchester Township Farmers and Sportsmen Association, non-profit corporation organized and existing under the laws of the Commonwealth of Pennsylvania.

ARTICLE II OBJECT

SECTION 1: The object of the Association will be:

- The general conservation, protection and improvement of all game, wildlife and cover in the Commonwealth of Pennsylvania.
- To open discussion upon the best manner and means for the distributions of game and wildlife.
- To promote safety, encourage and promote a closer friendship between farmer and sportsmen in projects designed to meet the foregoing objectives.

ARTICLE III MEMBERSHIP

SECTION 1: The membership of the Association shall be composed of American citizens of at least sixteen (16) years of age. An applicant who is sixteen (16) years of age, but less than eighteen (18) years of age, shall submit a written notice from his/her parent or guardian, giving permission to join the Association.

SECTION 2: Admission Requirements

- All applicants must be sponsored by at least two members who are in good standing.
- Each applicant must be approved by two-thirds (2/3) majority of the officers present at the Board of Directors meeting when the applicant is presented.
- The applicant must be presented to the general membership at a monthly meeting and be approved by a majority of members present.
- It is immaterial which body, Board of Directors or general membership the applicant is presented to first. Upon approval of both bodies and attending a mandatory New Member Orientation, the applicant shall be admitted as a member.

SECTION 3: Dues

- Dues shall be assessed to obtain revenue necessary to operate the Association.
- Each new member, with the exception indicated below, shall pay an initiation fee at a rate (Prevailing) set by the Board of Directors and membership. Spouses of active members and any youth between the ages of 16 and 18 years of age may join the Association without paying the initiation fee.
- Annual dues of the Association and initiation fee shall be a rate set by the Board of Directors who must agree by a two-thirds (2/3) margin and approved by the majority of members

attending a regular monthly meeting. Changes may be made to these fees as needed following the above proceed.

- Members admitted to the Association between January 1st and June 30th shall pay the full annual dues. Members admitted between July 1st and September 30th shall pay one-half (1/2) the annual dues. Members admitted between October 1st and December 31st shall pay one and one quarter of the annual dues. These members will be paid in full until December 31st of the following year.
- Members who do not pay their dues by midnight on December 31st of each year shall be considered delinquent. Those members who have not paid their dues by the close of the January meeting are no longer considered in good standing and shall be dropped from the rolls, losing all privileges of the Association. If a former member wishes to rejoin the Association, he/she must apply as outlined in ARTICLE III, Section 2, including the initiation fee.
- Members who join the United States military service will not be charged the yearly membership fee during their initial enlistment. If they should reenlist, the membership fee must be paid to continue membership.
- Those members who reach the age of sixty-five (65) years and have been a continuous member for at least twenty (20) years, may contact the membership secretary and request a Life Membership. Life Members are exempt from paying dues and receive a membership card indicating their status as a Life Member.
- All adjoining property owners or lessees of adjoining property shall receive a free membership from the Association.

SECTION 4: Termination of a Member

- The executive committee shall have the power to expel a member who exhibits poor behavior, un-sportsman like conduct, or any act , which might be detrimental to the image and reputation of the Association
- Members accused of such conduct will be informed by the Chairman of the Board of Directors, given a date and time when a discussion of the matter will occur and informed of their right to appear and give a statement.
- The Executive Committee shall vote on any termination action of a member. A termination shall occur if two-thirds (2/3) of the Executive Committee is in agreement of such action. The Chairman of the Board of Directors will inform the member of the committee's decision.

ARTICLE IV MEETINGS

SECTION 1: The regular meetings shall be held the first Monday of each month, on the grounds of the Association. If the first Monday of the month is a holiday, then the meeting will be held on the first Tuesday of the month, except in December when the meeting date will be set by the President.

SECTION 2: Ten (10) members in good standing shall constitute a quorum for a regular meeting.

SECTION 3: Special meetings of the Executive Committee may also be called by the President of the Chairman of the Board of Directors by making due diligence notification of all officers of the Association. Notifications must be made three (3) full days in advance of the date and the time of the special meeting. Special meetings may be requested by fifteen (15) members of the Association in writing to the President. The President may use their judgment to decide if a special meeting should be called. If the President rejects the request, at the next regular meeting the President shall acknowledge a request has been made and their reason for not approving said request.

SECTION 4: The Board of Directors shall meet once a month at a time and date determined by the Chairman of the Board of Directors.

SECTION 5: At least five (5) members of the Board of Directors must be present to constitute a quorum. The Board of Directors may authorize and approve any project or motion involving an expenditure of up to one thousand dollars (\$1,000.00). Any project or expenditure of more than one thousand dollars (\$1,000.00) must be approved by the majority of members present at a regular meeting.

ARTICLE V OFFICERS

SECTION 1: The Officers of the Association shall include: President, First Vice President, Second Vice President, Membership Secretary, Corresponding Secretary, Recording Secretary, Treasurer, nine (9) Directors and three (3) Trustees.

ARTICLE VI DUTIES OF OFFICERS

SECTION 1: PRESIDENT- The President shall preside at all regular and special meetings of the General Membership of the Association; open and close said meetings in due form, and preserve order during debates. The President shall clearly announce all motions made and seconded, call for a vote and declare the results of said vote, and in cases of a tie, cast the deciding vote. If a member of the Executive Committee is unable to fulfill their term of office or the office is declared vacant, the President shall appoint a member to fulfill the vacancy. In the case of a Trustee, the appointment shall stand for election for that office at the next general election. The President shall appoint and be ex-officio member of all committees. The President shall not serve more than four (4) consecutive terms as President.

SECTION 2: VICE PRESIDENTS- It shall be the duties of the First and Second Vice Presidents to act for the President in their absence. They shall assist the President in any service that he/she may require of them. They shall also be ex-officio members of all committees

SECTION 3: MEMBERSHIP SECRETARY- The Membership Secretary shall keep just and true accounts between the Association and its members. They shall credit the payment of dues and initiation fees to that member, issue Association membership cards, and keep a roster of membership, including current addresses, years of continuous membership and present new member applications at meetings. They shall deliver monies received by them to the Treasurer at each meeting, general membership or Board of Directors, where both are present. They will receive and shall maintain a receipt from the Treasurer for monies delivered. An audit will be conducted of the Membership Secretary's accounts every April. The results of said audit will be announced by the President at the May general monthly meeting. The Membership Secretary shall be bonded as required by the Board of Directors for the safe custody of all funds coming into his/her hands for the Association. The cost of said bond shall be borne by the Association.

SECTION 4: RECORDING SECRETARY- The Recording Secretary shall make and preserve correct records of all proceedings of the Association and make a report at each regular monthly meeting.

SECTION 5: CORRESPONDING SECRETARY- The Corresponding Secretary shall answer all communications pertaining to the business of the Association and maintain copies of their correspondence. They shall handle all the correspondence necessary in conducting the business of the Association as directed by the President and/or the general membership as expressed at a monthly meeting by a majority vote. They further shall be responsible for an Association newsletter and causing said letter to be sent to the membership.

SECTION 6: TREASURER- The Treasurer shall receive all monies due to the Association from the Membership Secretary and other sources, deposit the same in a bank approved by the Board of Directors under the name of the Association. All bills incurred by the Association will be paid by check. He/She shall maintain a monthly report to be delivered at both the regular monthly meeting and the Board of Directors Meeting. He/She shall preserve correct records of all receipts and expenditures with orders and necessary vouchers. The Treasurer may be audited at any time at the will of the Association. The Treasurer's receipts and accounts shall be audited at least once a year at a date set by the Board of Directors. The Treasurer shall turn over all records, accounts and funds of the Association at the election or appointment of his/her successor. The Treasurer shall be bonded as required by the Board of Directors for the safe custody of all funds coming into his/her hands for the Association. Three thousand dollars (\$3,000.00) will be held back in the treasury for emergency repairs and maintenance. Should the treasury fall to \$3,000.00, no checks may be written except with the approval of the Board of Directors. Each expenditure must be approved. There shall also be one (1) or two (2) members who have the authority to sign checks in the absence of the Treasurer. Those persons shall be appointed by the President after consultation with the Treasurer. If there is a conflict concerning these appointments, it shall be resolved by the Board of Directors.

SECTION 7: BOARD OF DIRECTORS- The Board of Directors shall have charge of all properties of the Association and shall be elected each year. They are charged with creating rules and regulations on their own authority for conduct of members and use of the Association's assets. They shall be the deciding authority in any disagreement in interrupting the by-laws and rules of the Association. They shall further be charged with conducting the business of the Association and shall be authorized to make expenditures of up to one thousand dollars (\$1,000.00) on their own authority. They shall, at the first meeting of the calendar year, elect a Chairman who shall preside over their meetings. In addition to conducting the meeting, the Chairman shall preserve order during discussions, call for a vote on motions made and seconded, announce the results of said votes, and in case of a tie, cast the deciding vote. They shall perform those other duties as indicated in this collection of by-laws. A Director's term of office shall consist of two (2) years.

SECTION 8: TRUSTEES- The Trustees shall be responsible for all arrangements, agreements and supervision of non-member group activities conducted on the premises of the Association. They shall have the authority and be responsible for assuring that adequate preparation of the grounds and buildings are performed for such events. They shall be responsible for assuring the premises are cleaned up and restored in good order after such events. They shall make and approve all contracts for rental or leasing the Association property for non-club activities. All such transactions must be approved by each of the three (3) Trustees. It is recognized that some of the above duties may be performed by others i.e. caretaker, rental chairman, etc., but they still have the ultimate responsibility to assure the above duties are accomplished in a satisfactory manner.

SECTION 9: EXECUTIVE COMMITTEE- The Executive Committee shall consist of all elected Officers and Directors of the Association. This committee shall have the authority to transact business of the Association that occurs between regular monthly meetings.

SECTION 10: ATTENDANCE OF OFFICERS AND DIRECTORS REQUIRED- All Officers and Directors shall attend both the regular monthly meeting and the Board of Directors meeting of the Association. If an Officer or Director is absent for three (3) consecutive regular monthly meetings, the President will contact that Officer/Director to ascertain the reason for their absence. If that Officer/Director fails to appear at the next regular monthly meeting or does not have an acceptable excuse, their office will be considered vacant and a member in good standing will be appointed by the President to serve the remaining period of that office term. If an Officer/Director is absent from three (3) consecutive Board of Directors meetings, they shall be contacted by the Chairman of the Board of Directors and the procedure outlined above will be followed. If the delinquent Officer/Director offers and excuse for their absence, the reasonableness of the excuse will be determined by the Executive Committee before their office is considered vacant.

SECTION 11: Any elected or appointed Officer who attends two (2) of the last three (3) Board of Directors meetings may cast a vote on issues arising at the Directors meetings. Officers who are newly elected or appointed may begin to vote at their first Board of Directors meeting after election/appointment.

ARTICLE VII ELECTIONS

SECTION 1: The President shall appoint a Nominating Committee, which shall present candidates for all Officers of the Association at the regular monthly meeting in September. Further nominations may be made from the floor, at the September meeting. The election of Officers/Directors shall be held at the regular monthly meeting in October. Elected Officers shall be installed at the December meeting and elected Directors installed during the Directors meeting in January. An exception to these dates is that of the Membership Secretary who shall take office immediately at the end of the October meeting.

SECTION 2: One Trustee will be elected each year, for a term of three (3) years.

SECTION 3: All voting shall be conducted by paper ballot. The ballots will be prepared by and the voting controlled by the Nominating Committee. This committee shall certify the results of the voting to the President.

SECTION 4:

- Four (4) Directors will be elected in each odd year for a term of two (2) years.
- Five (5) Directors will be elected in each even year for a term of two (2) years.

ARTICLE VIII COMMITTEES

SECTION 1: There shall be the following committees, the members of which will be appointed by the President. The President may appoint additional committees as needed.

- Building and Grounds
- Hunters Education
- Federation
- Rifle Range
- Archery
- Trap
- Legislative
- Nominating Committee

SECTION 2: In addition to the above committees, there shall also be an Executive Committee, comprised of the Officers and Directors of the Association.

SECTION 3: All committees who are approved to hold cash, will use said monies for operation and maintenance of their committee's area of responsibilities. I.e. existing facilities. Any new purchase or expansion of existing facilities must be approved by the Board of Directors or the general membership.

ARTICLE IX CARETAKER

SECTION 1: It shall be the responsibility of the President to supervise the Caretaker as directed by the Board of Directors. The Caretaker will be bound to a one (1) year contract. Their duties and benefits shall be outlined in the Caretakers Agreement. The Caretakers Agreement can be altered by a majority vote at the Board of Directors meeting.

ARTICLE X DISPOSITION OF ASSETS

SECTION 1: The Association assets may only be disposed of upon:

- Recommendation of the Board of Directors.
- In the case of moveable property (property other than Real Estate) valued at more than \$500.00 per item, a notification of the entire membership of this intent shall be made at a regular monthly meeting, at least one month prior to a vote by the general membership. This does not preclude the sale of an item as a trade-in, when a newer item of similar function is purchased. Any single item with a value of less than \$500.00 may be sold when that is the decision of the Board of Directors.
- In the case of real property (Real Estate) the same notification procedure shall be followed as when an item with a value of more than \$500.00 is to be sold.
- In the sale of an item valued at more than \$500.00 or when Real Estate is to be sold, approval by two-thirds (2/3) of the members present at the general membership meeting shall be required.
- In the event of disillusion of the Association, after all debts, judgments, liens and obligations of the Association are met, the remaining monies shall be equally divided among all active members of the Association.

ARTICLE X1 AMENDMENTS

SECTION 1: All amendments shall be submitted to the general membership at two (2) consecutive regular monthly meetings for reading, and voted upon at the third (3rd) successive regular monthly meeting by the general membership.

SECTION 2: A two-thirds (2/3) majority of those present at the time of voting shall be necessary for the passage of any amendment to these by-laws.