

# **Constitution and Bylaws**

## **THE EXETER SPORTSMAN' S CLUB, INC**

P.O. Box 1936  
111 Portsmouth Avenue  
Exeter, New Hampshire 03833

Oldest Trap Shooting Club in the U.S.A.

# CONSTITUTION

**Revised:** April 18, 2018

## NAME

Exeter Sportsman's Club, organized March 23, 1878, shall hereafter be known as Exeter Sportsman's Club, Incorporated (ESC).

## PURPOSE

To foster the activity in many types of shooting sports; to help teach the fundamentals and techniques in all shooting sports offered by the organization; to bring all sportsmen together by active participation in sporting and social events; and to promote the welfare and conservation of fish, game and natural resources;

To educate the public and club membership in the promotion of rifle and pistol marksmanship, target shooting, firearms safety, the conservation of wildlife, hunting, good sportsmanship and civic responsibilities;

To take and hold by bequest, devise, gift, grant, purchase, lease or otherwise any property, real, personal, tangible or intangible or any undivided interest therein, without limitation as to amount or value, to sell convey or otherwise dispose of any such property and to invest, reinvest or deal with the principal or the income thereof in such manner as, in the judgement of the directors, will best promote the purposes of the corporation;

To cooperate with individuals, groups (public or private) and governmental organizations to the aforesaid ends and in the foregoing activities;

To collect, solicit and otherwise raise money from private and public, domestic and foreign sources and distribute and expend it for the furtherance of the purposes contained herein;

To do any other act or thing incidental to or connected with the foregoing or in advancement thereof, but not for the pecuniary profit or the financial gain of its directors or officers except as may be permitted by law;

The corporation shall have all the powers provided for nonprofit corporation by the laws of the State of New Hampshire, but such powers shall be used only in furtherance of the purposes set forth herein;

## **MEETINGS**

The annual meeting of the club shall be held on a specified weeknight in April. Regular meetings shall be held on a specified and consistent weeknight during the third week of each month except December at the headquarters of the club, or at a place and/or time designated by the Board of Directors (BOD).

Special meetings may be called by the President, or on the request of a majority of the BOD or on the written request of at least ten (10) members.

All non-members will be introduced during roll call.

## **MEMBERSHIP**

Any U.S. Citizen eighteen (18) years of age or older may make application to the club for membership. Resident aliens will be considered on a case-by-case basis.

It shall be the duty of each member to attend, whenever possible, all regular meetings, to pay dues, and to aid in the promotion of the purpose for which the club was formed. Any member may be expelled, with or without cause, from membership in the club by a majority vote of the BOD at a meeting after the written notice of such proposed action has been given the member at least seven (7) days before such meeting.

Applicants must complete the application form and the approval process as defined in the Exeter Sportsman's Club, Inc. Membership and Dues Policy Document. They must receive an orientation during day light hours, by appointment with a club officer or his/her designee. In order to receive a membership card, an applicant must be voted into the club by majority vote of the members present at regular monthly meetings or by majority vote of the BOD at either a regular or special meeting or by a vote of at least three members of the vetting committee. The Membership and Dues Policy provides further specifics.

## **OFFICERS**

The Officers of the club shall be a President, Vice-President, Secretary, and Treasurer. The BOD shall be composed of the officers, and the following Captains, Environmental, Facilities, Field, Firearms Education and Training, Information Technology, Membership, Marketing, Range, Safety, and not more than two (2) additional members. The BOD shall be elected at the annual meeting. Any vacancy occurring in the BOD, between annual elections, will be filled by majority vote of the remaining BOD members from the official list of all ESC members then in good standing.

### PRESIDENT

It shall be the duty of the President to:

Preside at all regular and special meetings and to function as chairman of the BOD and on an equal vote he/she shall cast the deciding ballot.

Develop, administer and review the annual financial budget.

Guard all ESC assets both tangible and intangible.

Comply with and enforce all rules, regulations, policies and procedures.

### VICE-PRESIDENT

It shall be the duty of the Vice-President to perform the duties of the President in his absence.

### SECRETARY

It shall be the duty of the Secretary to keep the minutes of all meetings, to keep a file of and to attend to all correspondence, including but not limited to all organizational memberships, and to send out notices of meetings.

### TREASURER

It shall be the duty of the Treasurer to receive and hold all funds of the club and disburse the same as he/she may be authorized to do, by vote of the BOD, or by the President. His/Her books, at all times, shall be open to the members of the club and he/she shall give a report at each annual meeting and at monthly meetings give a full statement of all receipts and disbursements.

### ENVIRONMENTAL CAPTAIN

The environmental captain shall be responsible for ensuring that the Environmental Stewardship Plan (ESP), dated April 2011, is followed.

### FACILITIES CAPTAIN

The Facilities Captain is responsible for the procuring, constructing, maintaining and repairing of all ESC facilities and equipment contained therein.

### FIELD CAPTAIN

The Field Captain shall be in charge of all Archery shooting. He/She shall be responsible for the enforcement of such Archery shooting rules as are in force. He/She shall act as reception committee to visitors and shall appoint a committee of members as necessary to assist in his/her duties.

### FIREARMS EDUCATION & TRAINING CAPTAIN

It shall be the responsibility of the Firearms Education and Training Captain to provide certified and/or recognized programs for community individuals and club members. In addition, he/she shall be responsible for ensuring that a sufficient cadre of trainers are available to support those programs.

#### INFORMATION TECHNOLOGY CAPTAIN

The Information Technology (IT) Captain will be responsible for managing all information technologies to include but not limited to legacy systems, including hardware and software, new technology systems and applications (e.g. cloud computing and storage), real-time and stored video images, website, Facebook, Twitter, etc. and data logging systems.

#### MARKETING CAPTAIN

It shall be the responsibility of the Marketing Captain to develop media and promotional programs to meet the budgeted membership and organizational image goals and objectives.

#### MEMBERSHIP CAPTAIN

It shall be the responsibility of the Membership Secretary to collect dues and keep a list of all members in a manner and form prescribed by the Board of Directors.

#### RANGE CAPTAIN

The Range Captain shall be in charge of all organized rifle and pistol range shooting. He/She shall be responsible for the enforcement of such rifle/pistol shooting rules as are in force at the time. He/She shall act as reception committee to visitors and shall appoint a committee of a minimum of three (3) members to assist in his duties.

#### SAFETY CAPTAIN

The safety captain shall develop and maintain a safety plan using Best Management Practices (BMP's) for shooting sports (e.g. NSSF, NRA, etc.)

#### **BOARD OF DIRECTORS**

The BOD shall meet at any time at the call of the President or by any 2 officers. One more than half of the members of the BOD shall constitute a quorum. The BOD shall transact any club business that may be referred to them and shall authorize an audit of the Treasurer's books annually.

# BYLAWS

**Revised:** April 18, 2018

## AMENDMENTS

This constitution may be amended by the vote of a majority of those members present at any regular meeting of the club provided:

1. That the amendment has been presented in writing and subscribed to by seven (7) members.
2. That the amendment has been read at the previous regular meeting of the club.
3. That a notice in writing setting forth such proposed amendment shall be sent to each member in good standing by US Mail, by email, or by other generally accepted means of written communication at least ten (10) days prior to the regular meeting at which the amendment is to be finally voted on.

## Article I - Meetings

Meetings shall be held as stated in the Constitution.

## Article II - Order of Business

### Section 1.

The order of business at the annual meeting of the club shall be as follows:

1. Pledge of Allegiance
2. Recitation of our Club Purpose Statement or the Conservation Pledge, if and when they are adopted
3. Roll Call
4. Reading of the minutes of the previous annual meeting
5. Communications
6. Annual reports of Officers
7. Annual reports of Committees
8. Unfinished Business
9. Budget Approval
10. Election of Officers
11. New Business

### Section 2.

Agenda of BOD meetings and regular monthly meetings will be determined by the BOD in accordance with the latest revisions of the Roberts Rules of Order.

## **Article III - Election of Officers**

### Section 1.

At the regular monthly meeting in February there will be appointed, by vote of the BOD, a Nomination Committee comprised of three (3) members. This committee will prepare its slate of Officers and Board of Directors, with one member nominated for each position, and present it at the regular monthly meeting in March. The election of will be held at the annual meeting in April.

### Section 2.

At the annual meeting of the club, there shall be elected a Board of Directors consisting of a President, Vice-President, Secretary, Treasurer, and the following Captains, Environmental, Facilities, Field, Firearms Education and Training, Information Technology, Membership, Marketing, Range, Safety,, and two (2) additional members who shall hold office for the ensuing year or until a successor is elected.

### Section 3.

Any vacancy occurring in the BOD between annual elections will be filled by majority vote of the remaining Board of Director members from the official list of all ESC members then in good standing.

## **Article IV - Membership**

### Section 1.

Membership shall be open to all persons 18 years of age and older who conform to the requirements as defined in the ESC-004 (Membership and Dues).

The membership period shall run from April 1st of the current year through March 31st of the following year. The membership fee shall be established annually by a majority vote of the BOD and published 30 days prior to the annual meeting. The annual membership renewal fee shall be payable to the Membership Captain on or before March 31st.

### Section 2.

It shall be the responsibility of all members to:

1. Practice and promote the Purpose stated in the Constitution.
2. Share expertise for the benefit of the club.
3. Participate in scheduled work parties.

### Section 3.

Each member shall have the right to:

1. Unfettered access to the club leasehold.
2. Participate in ESC organized shooting competitions.
3. Vote on:

- a. Changes to the Constitution.
- b. Changes to the Bylaws.
- c. Members of the BOD.
- d. Annual Financial Budget.

## **Article V - Duties of Officers**

### Section 1.

The duties of all Officers and Members of the Board of Directors shall be performed as stated in the Constitution.

### Section 2.

Club Policies may be formulated and amended by majority vote of the BOD and will be adhered to in the conduct of Club business and activities. Club Procedures may be formulated by at least two members of the BOD.

## **Article VI - Audit**

### Section 1.

The BOD shall, as a minimum, authorize an annual audit of the Club's previous year's financial records, to be conducted by an agent or subcommittee selected by the BOD upon affirmative vote of a majority of the BOD. The outcome of this audit will be reported at a Membership Meeting.

## **Article VII - Amendments**

### Section 1.

These bylaws may be amended by the vote of a majority of those member's present at any regular meeting of the club provided:

1. That the amendment has been presented in writing and subscribed to by seven (7) members.
2. That the amendment has been read at the previous regular meeting of the club.
3. That a notice in writing setting forth such proposed amendment shall be sent to each member in good standing by US Mail, by email, or by other generally accepted means of written communication at least ten (10) days prior to the meeting at which the amendment is to be voted upon.



## **Article VIII - Rules and Regulations**

### **Section 1.**

The Rules and Regulations may be modified by affirmative vote of a majority of the BOD.

### **Section 2.**

The Safety and Environmental Captains shall publish standards for acceptable behavior when on the ESC leased property. The Field Captain, Range Captain, and Grounds Captain shall be responsible for the posting of the rules and regulations governing all shooting on their respective ranges and acceptable behavior when on the Club grounds.

### **Section 3.**

Only hand held and/or shoulder fired firearms shall be used on ESC ranges. ESC shooting sport activities include rifles, handguns, shotguns, pellet guns and archery. Rifles and Pistols shall not exceed 77 caliber, and shotguns shall be no larger than 10 gauge.

Section 4. The Corporation, its officers, directors and members, shall not contribute to or otherwise support or assist any political party or candidate for public office in the name of the Corporation.

## **Article IX - Expenditures**

### **Section 1.**

Expenditure limits shall be included in the annual budget and voted on by the membership at the annual meeting. In case of an emergency situation, budgeted amount may be exceeded with approval of the majority of the BOD.

### **Section 2.**

In the event of an emergency involving physical danger to persons or property, the President, in conjunction with at least one officer, shall have authority to approve emergency spending in any amount.

## **ARTICLE X - Outdoor Range Shooting Hours**

### **Section 1.**

Range hours shall be: Sundays 12-noon until 7:30 pm; Monday through Saturday 8:30am until 7:30 pm. There shall be no shooting on Christmas, Easter, and Thanksgiving Day.

## **ARTICLE XI - Situations Not Covered Above**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RONR) shall govern ESC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order ESC may adopt