

Bylaws of the
Canawacta Rod & Gun Club, Inc.



Revised November 2019

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Article I Name and Location

Section 1

The name of the organization shall be known as Canawacta Rod and Gun Club, Inc. hereafter referred to as CRAG.

Section 2

The main office of CRAG shall be located at 3349 Oak Hill Road, Susquehanna, Pennsylvania 18847. CRAG may also have other office as determined by the board, by resolution.

Article II Purpose, Vision and Mission

Section 1 - Purpose

CRAG is organized and operated exclusively for educational and scientific purposes, including financial distributions to the community and other organizations that qualify as exempt under section 501(c) of the Internal Revenue Service.

Section 2 - Vision

All communities require sound resources to be able to grow its citizenry into a responsible, friendly, helpful society that promoted public unity, and a shared pride in its identity. CRAG strives to be one of those key resources by providing a growing involvement in the outdoor sporting activities that have become a hallmark characteristic of our area for generations. Through this endeavor may we achieve future generations of responsible, helpful and civic minded citizens to carry forth this vision.

Section 3- Mission

CRAG's mission will be to encourage involvement in shooting sports, hunting, fishing, trapping, conservation and all phases of firearms training, including safety, with special emphasis on youth involvement. We shall do this by striving to provide training, facilities and activities. We shall instill the value of our hunting, fishing and trapping heritage into all we can affect. We shall responsibly promote, preserve and protect the right to continue that heritage for future generations by setting a moral and ethical example. We shall support, promote and teach the responsible management of our wildlife and natural resources. We shall provide support and cooperation to other organizations, agencies and individuals who share this vision, so far as our ability permits. We shall provide support, leadership and advocacy for the protection of our 2nd Amendment Right to Bear Arms, as stated in the Conditions of both The United States of America and The Commonwealth of Pennsylvania. We shall do all these things through planned, stable and responsible growth of our organization as well as participate and support other local, regional and national organization and agencies that share a similar vision.

Article III Non-Discrimination Policy

Section 1

CRAG does not discriminate in regard to race, creed, age, gender or physical abilities.

Article IV Officers

Section 1

The officers of CRAG shall be: President, Vice President, Secretary, Treasurer and three (3) Trustees.

Section 2

The elected officers and trustees shall constitute the Executive Board/Committee of the organization.

Article V Elections

Section 1

Members are required to attend a minimum of five [5] monthly meetings throughout the calendar year to be eligible for any elected position. If meetings are not held due to a lack of a quorum or weather related conditions or other reasonable reasons, members will be allowed to run for office if they attend a minimum of fifty percent [50%] plus one, rounded up to the nearest whole number, of the officially held monthly meetings.

Section 2

The candidates for office shall be nominated at the regular meeting in November. The nominations will be reviewed as the last order of business at the regular meeting in December and any additional nominations will be taken from the floor. The election vote for officer will immediately follow and the meeting will adjourn.

Section 3

The Trustees will be appointed as tellers to count the ballots.

Section 4

The elected officers will assume their offices as of January 1st of the following year.

Section 5

In the event that any officer steps down or is removed from office during their term, the remaining officers will have the ability to appoint a member in good standing to the vacant position for the remainder of the term at that position.

Section 6

If any officer fails to perform their duties as described in the bylaws, he/she may be removed from that position by a majority vote of the entire Executive Board.

Section 7

All Trustees will be elected to a term of three (3) years with no limit on consecutive terms.

Section 8

All other officers will serve a term of two (2) years with no limit on consecutive terms.

Article VI

Duties of Officers

Section 1

a. PRESIDENT: To conduct all regular meetings, and other duties pertinent to the office. The president shall appoint all committees, including Range, Trap and Finance as well as other standing and seasonal committees deemed necessary. Carry out the assignments and instructions given by the Board and the membership. The president will have the right to cast a vote in all Elections of Officers, but at regular meetings, in most issues requiring a vote of the membership he will refrain from voting, unless his/her vote is needed as a tie-breaker. In the event of an issue deemed a special circumstance, by the membership, the president will cast a vote, the same as all other members in attendance.

b. VICE-PRESIDENT: To represent the president in his/her absence with the assistance of the other officers in attendance. He/she shall also maintain a calendar of events. Monitor and manage all buildings and grounds and report all concerns to the Board. Serves as Chair of the Facilities Committee. Verify the eligibility of members running for office.

c. SECRETARY: To record the minutes, motions and votes of all club meetings [regular and special] and to keep attendance records, committee lists, membership lists, and membership applications including background checks. Signs and issues membership cards, both new and renewals.

d. TREASURER: To document all incoming and outgoing monies paid or billed to CRAG, keep receipts, bills [paid or due] and signed bills of delivery. See that all bills are paid in a timely manner. He/she shall submit a copy of the monthly report to be attached to the minutes of the regular monthly meeting. Receive membership dues and track which members have paid and provide that information to the Secretary.

e. TRUSTEES: To provide an annual audit of the financial records of CRAG in prior to the annual records being delivered for tax preparation. Trustees shall be designated to perform an inventory of CRAG possessions and maintain the Club's asset list. A Trustee will be elected each year to a three-year term. The remaining Trustees will move to two-year and one-year terms respectively. The outgoing one-year Trustee may run for a new three-year term if nominated.

Section 2

All persons who hold an office or chair a committee must attend at least fifty percent (50%) of the monthly meetings. If he/she misses more than 2 monthly meetings in a row, they

may be subject to removal from their position. This may be waived by the officers of CRAG with knowledge of special circumstances such as health reasons, work requirements or outstanding service such as hours worked on behalf of CRAG.

Section 3

No compensation shall be paid for their services to the organization. This does not apply to out of pocket expenses paid on behalf of CRAG.

Article VII Membership

Section 1 - Eligibility

All persons interested in support of the CRAG stated purpose and mission are eligible to become members. All applicants are required to complete the current membership applications process. Prospective members will be considered in the order their applications were received.

Section 2 - Application

Prospective members must submit an application with three [3] signatures of members in good standing as well as a criminal history background check dated within 30 days, and payment of dues and initiation fees at any regular monthly meeting in person. The application fee, sponsorship by three members, and the criminal background check for dependents requesting adult membership for the year following the year in which they reach 18 shall be waived. The application fee will be required for members who have allowed their membership to lapse, except for extenuating circumstances.

- a. At the next regular meeting the application will be read and voted on. The prospective member must not be in attendance at the particular meeting.
- b. An affirmative vote consisting of 2/3 vote of the members in attendance will result in presentation of a current year membership card. If the resulting vote is negative, any monies received from the applicant will be returned.

Section 3 - Membership Categories

- a. **Family-** Husband, wife and any children or grandchildren under the age of eighteen [18]. Husband and wife are both considered members in good standing and have one [1] vote each under CRAG policy. In the event of the death of either, family membership will continue only under the name of the surviving spouse. One (1) membership card will be issued to each spouse for family memberships, regardless of the number of peoples comprising the family.
- b. **Junior-Age** twelve (12) through seventeen (17).
- c. **Adult-Age** eighteen (18) or above.
- d. **Life-** Annual dues waived. Any person having 20 continuous years of membership in CRAG may apply for life membership by submitting a letter to the board. If approved by the board, it will go to a vote at the next regular meeting for approval/denial, by the membership. The board may also recommend for life membership a member with less than 20 years, provided he/she has demonstrated exceptional loyalty or extraordinary service to CRAG, the board's recommendation will be approved/denied by the

membership vote at the next regular meeting. Life membership is granted ONLY to the primary Club member and is not transferable to any other family member.

- e. Members on Active Duty-** Annual dues are waived until release from Active Duty for all membership categories.

Section 4 - New Member Dues

New member dues will be prorated based on month of applying:

1. January-June 100%
2. July-September 50%
3. October-December 25%

Section 5 - Annual Dues

Annual dues must be paid in full by March thirty-first (31st). Any member who fails to pay their dues or any outstanding monies owed to CRAG by the date shall be considered a non-member.

Section 6 - Proof of Membership

Anyone using club facilities for the purpose of hunting, fishing or shooting is required to have on his/her person a current membership card and additional ID. All members will have the right to ask for this proof from anyone using the club grounds. Failure to comply will be reported to the Board and appropriate action will be taken.

Section 7 - Guests

Hunting on the Club's properties is restricted to members and their families who will do so in accordance with Pennsylvania State Game Laws. No guests are granted hunting privileges.

Members may bring one guest at a time to use the club facilities, but not to meetings unless the guest is applying for membership. Member must be in attendance while his/her guest is on club property. Sponsoring member is responsible for the guest's behavior. Guests are limited to three (3) visits to the club, after which he/she will be required to apply for membership to continue using club facilities.

Section 8 - Removal of Member

1. Any member whose conduct shall be deemed to be unsportsmanlike, injurious or contrary to the best interest or welfare of CRAG, upon a two-thirds (2/3) majority vote of the entire Executive Committee shall forfeit his/her membership and rights in CRAG.
2. If such a vote is taken, the offender will be given notice of the charges in writing, and upon receipt of said charges have two (2) weeks to defend those charges by responding to the Executive Committee. The Executive Committee will give due consideration to all evidence submitted, and render a Final decision based on a two-thirds (2/3) majority vote.
- 3.

Section 7 - Voting Eligibility

Voting member are strongly encouraged to attend meetings on a regular basis as it is necessary to be aware of current issues affecting CRAG. On some occasions it may be

necessary, due to time constraints to have a vital item decided by only the members in attendance. Any member who misses three (3) regular monthly meetings in a row will not have the right to vote at the next meeting.

Article VIII Meetings

Section 1 - Regular Meetings

CRAG shall hold regular monthly meetings on the second [2nd] Monday of the month at seven-thirty [7:30] PM at the Clubhouse on Oak Hill Road. Meetings will not be held during the months of January, February and March.

Section 2 - Special Meetings

Special meetings of the full membership may be called at any time by the Executive Committee, provided notice is given to members at least one (1) week in advance via email, US Mail and posting on the official club website.

Section 3 - Quorum

A quorum of members needed to conduct business at any regular meeting shall consist of ten [10] members in attendance, with no less than four [4] being members of the Executive Committee.

Section 4 - Attendance Eligibility

All regular monthly meetings are open to all members in good standing.

Section 5 - Order of Business

The order of business for CRAG meetings shall be:

1. Call to Order - Pledge of Allegiance, Conservation Pledge and Moment of Silence
2. Attendance of Officers
3. Reading of Previous Minutes
4. Finance Report
5. Communications and Report of Officers
6. Committee Reports
7. Old Business
8. New Business
9. Good of the Order
10. Adjournment

Section 6 - Meeting Conduct

Meetings shall be conducted in accordance with the latest version of Robert's Rules of Order.

Section 7 - Annual Meeting

The regular monthly meeting in December shall also be known as the Annual Meeting.

Article IX Amendments to Bylaws

Section 1 - Proposals

All proposals to alter or amend these bylaws shall be submitted in writing to the Executive Committee. If the Committee approves of the proposal, they will present it to the club membership for a vote at the next two (2) regular meetings at which a quorum is present.

Section 2- Disapproved Proposals

If a proposal is disapproved by the Executive Committee, it shall notify the member submitting the proposal of their decision and the reason for disapproval. Any member whose proposal is disapproved by the Executive Committee can, if he/she can secure the signatures of one third (1/3) of the club membership, bring the proposal to the membership and have it voted on exactly as if it had been approved by the Executive Committee.

Section 3- Results of Votes

If the proposal receives a majority of a quorum of members in attendance at each of the next two (2) successive meetings, it will become part of the bylaws. If it receives a negative majority at either meeting, the proposal is dead.

Article X Finances

Section 1 - Fiscal Year

The fiscal year of CRAG shall be January 1st to December 31st of the current calendar year.

Section 2 - Document Signatories

The President and either the Treasurer and/or the Secretary of CRAG shall sign and execute the name of the organization on all deeds, mortgages, bonds, contracts and other instruments, provided such action has been approved by the membership.

Section 3 - Club Assets

No part of the CRAG assets or net earnings may inure to the benefit of or be distributed to its members or officers. This does not preclude the payment of any reasonable fees or compensation for goods or services rendered or provided to the organization.

Section 4 - Political Participation

No substantial part of CRAG's activities should be the carrying on of propaganda, or the influencing of legislation, and shall not take part in any political campaign for public officials.

Section 5 - Disallowed Activities

Notwithstanding any other provisions of these articles, CRAG shall not carry on any other activities not permitted to be pursued (a) by a charitable organization exempt from Federal

Income Tax under Section 501(c)4 of the current Internal Revenue Code, or the corresponding provision of any future Internal Revenue Code, or (b) by a charitable organizations' contributions which were deductible under Section 170(c)2 of the Internal Revenue Code of 1986, or the corresponding provision of any future Internal Revenue Code.

Section 6- Income Tax Exemption

It is intended that CRAG be entitled to exemption from Federal Income Tax under Section 501(c)4 of the Internal Revenue Code.

Article XI Limitation of Personal Liability

Section 1

An officer of CRAG shall not be personally liable for monetary damages as such for any action taken or any failure to take action unless:

1. The officer has breached or failed to perform the duties of his/her office as described in these bylaws and:
2. The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.
3. The provisions of this Article shall not apply to the responsibility of liability of an officer to any criminal statute, or the liability of an office for the payment of taxes pursuant to local, state or federal law.

Article XII Indemnification

Section 1

If an officer or other authorized representative of CRAG is made a party to any civil or criminal action or proceeding in any manner arising from the performance by such officer or representative of his/her duties, for, or on behalf of CRAG, then, to the full extent permitted by law, CRAG, upon affirmative vote of the membership, a quorum being present at the time of the vote who are not parties to the action or proceeding, shall:

1. Advance to such officer or representative all sums found by the membership, so voting, to be necessary and appropriate to enable the officer or representative to conduct his/her defense, or appeal, in the action or proceeding, and
2. Indemnify such officer or representative for all sums paid by him/her in the way of judgements, fines, amounts paid in settlement, and reasonable expenses, including reasonable attorneys' fees actually and necessarily incurred, in connection with the action or proceeding, or appeal therein, subject to the proper application of credit for any sums advanced to the officer or representative pursuant to paragraph (a) above.
3. CRAG shall have the right to purchase officers' and authorized representatives' liability insurance to cover some of all of the above indemnification.

Article XIII Conflicts of Interest

Section 1

Any officer of key employer who has an interest in a contract or transaction presented to the membership or a committee thereof for authorization, approval or ratification shall make a prompt and full disclosure of his/her interest to the membership or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to the organization's interest.

The body to which such disclosure is made shall thereupon determine, by vote of sixty-six and two-thirds percent (66 2/3%), representing a 2/3 majority of those entitled to vote, whether the disclosure shows that a conflict of interest exists or can be construed to exist. If a conflict is deemed to exist, such person shall not vote on, or use his/her influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations, with respect to such contract or transaction. Such person may be counted in determining whether a quorum is present but may not be counted when the membership or a committee of the membership takes action on the contract or transaction. The minutes of the meeting shall reflect the disclosure made, the vote thereon, the abstention from voting and participation, and whether a quorum was present.

Article XIV Disbandment

Section 1

In the event that the membership of CRAG ever seeks disbandment or dissolution, it will be the duty of that current Executive Board, including Trustees, to fully document the reason/reasons for disbandment or dissolution.

Upon review of this documentation, a two-thirds (2/3) vote of the membership will be required to proceed with such disbandment or dissolution. If the vote passes, all those current CRAG assets and properties remaining after payment of all debts and liabilities of CRAG, shall be donated to the Pennsylvania Game Commission.

Bylaws Adopted and Ratified this date of 12/9/19

Bylaws Committee Chair Ray Creeden

Secretary Louis Schreiner

President Gilberto Padilla