

Hamilton and Wenham Rod and Gun Club, Inc. Hamilton, Massachusetts

BY-LAWS

ARTICLE I:

Name: The name of the Association shall be:

THE HAMILTON and WENHAM ROD and GUN CLUB, INC.

ARTICLE II:

It is the primary intent of the Hamilton and Wenham Rod and Gun Club Inc. to promote public and legislative interest in the restoration and maintenance of our fish and game resources; assist individual, state and local officials and other organizations in the programs of conservation, environmental protection and the preservation and improvement of natural resources; promote interest in the legitimate activities of fishing and hunting with rod, gun, bow and dog; encourage organized recreation and competition in rifle, pistol, shotgun and bow target shooting; assist local authorities in programs relating to the education and indoctrination of youth in the fields of hunting, fishing and firearms; and to promote, in the minds of all its members, a strong feeling of respect for the rights of others, and for the laws of our nation, commonwealth and town.

1. **National Rifle Association (NRA) Affiliation and Object:**

The organization shall be affiliated with the NRA with the following object as it relates to this affiliation:

The object of this organization shall be the encouragement of organized rifle and pistol shooting among citizens of the United States resident in our communities, with a view toward a better knowledge on the part of such citizens of the safe handling and proper care of firearms, as well as improved marksmanship; to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.

2. **Gun Owners' Action League (GOAL) Affiliation and Object:**

The organization shall be affiliated with GOAL with the following object as it relates to this affiliation:

The object of this organization shall be an Association of law abiding citizens who believe in the basic right of firearms ownership for competition, recreation and self-protection - GOAL is the official State Firearms Association of Massachusetts; to defend the Constitution and all its Amendments against those who wish to infringe upon the freedoms guaranteed by our forebears; to promote programs of GOAL that are supported by competitors, sportsmen, recreational shooters and law enforcement throughout the State of Massachusetts.

ARTICLE III:

Membership:

1. Any citizen of the United States or permanent resident alien who is 18 years of age or older, who is suitable in character and has made application for membership duly, may be voted to membership in the association.
2. All applicants must show that he or she has successfully passed a Firearms Safety Course, taught by NRA certified instructors, or have equivalent credentials approved by the Executive Board.
3. Each applicant must present their application, appropriate fee and credentials **IN PERSON** at any regularly scheduled monthly membership meeting. Credentials must include a current firearm license, National Rifle Association membership and Gun Owners Action League membership. The application must be approved by a 2/3 majority vote at a Membership meeting at which a quorum is present. Once approved by the membership applicants must satisfactorily attend a range orientation with the Range Officer or another member of the Executive Committee. Applicant must sign the lease agreement and Bylaws receipt before applicant is considered a member and issued a membership ID and range key.
4. National Rifle Association (NRA) and Gun Owners Action League (GOAL) membership is a mandatory requirement for membership into the Hamilton/Wenham Rod & Gun Club Inc.
5. The association's fiscal year will be the calendar year. Annual dues are due and payable in the month of January. Any member still delinquent by the regular March meeting may be, by vote of the Executive Committee, dropped from the membership rolls.
6. All members must maintain membership in the National Rifle Association and Gun Owners Action League.
7. Any new applicant who currently serving in the United States Armed Forces or who has served on active duty within the last year and has not been dishonorably discharged will be exempt from paying the initiation fee.
8. Any member 65 years of age, or older, who has been a member in good standing for ten (10) consecutive years, will be eligible for SENIOR MEMBERSHIP.
9. **SENIOR MEMBERS** shall retain their vote, all club privileges and shall be exempt from paying annual dues and WIP fees but must actively participate in the membership renewal process each year while maintaining memberships in National Rifle Association (NRA) and Gun Owners Action League (GOAL). Any Honorary Member as of March 2013 will maintain their status as Honorary Members.
10. **LIFE-MEMBERS** Life members are appointed at the discretion of the Executive Committee and shall be exempt from paying annual dues, WIP and key fees but must actively participate in the membership renewal process each year and maintain memberships in National Rifle Association (NRA) and Gun Owners Action League(GOAL).

Members in good standing may apply for Life Membership in the club. The members must fill out a Life Membership Application

and submit it to the Executive Committee for consideration. If approved the members shall pay a one-time membership fee and become Life Members in the club.

11. **Military Members:** A non-dues paying membership reserved for Active Duty, Reserve, and National Guard soldiers of the Armed Forces of the United States while stationed outside of Massachusetts may be granted upon request for a maximum of four (4) years. The Executive Committee may extend this time period when appropriate, e.g. time of war. Military members are exempt from work assessments during their tour of duty.

ARTICLE IV:

Officers, Election of:

1. Officers, to be elected at the December meeting, shall be:

Officer	Term	Beginning
President	2 Years	In Odd Years
Vice President	2 Years	In Odd Years
Secretary	2 Years	In Even Years
Treasurer	2 Years	In Even Years
Chief Instructor	2 Years	In Odd Years
Range Officer	2 Years	In Even Years
Range Const.	2 Years	In Odd Years

2. The above listed officers will be considered the Executive Committee.
3. The President shall appoint a nominating committee, of three (3), at the October meeting, whose responsibility will be to propose a suitable slate of candidates to the body of the Association at the November meeting, at which time nominations will also be accepted from the floor.
4. Elections of officers will take place at the December meeting, and the terms of office will begin on January 1st next following the election. Special elections to fill a vacancy may be held at any regular meeting, with ten (10) days notice to the body of the Association.
5. Resignation of any officer may be accepted by a majority vote of the Executive Committee.

ARTICLE V:

Duties of Officers:

1. **President:** The President shall preside at all meetings of the Association and of the Executive Committee. The President shall be a member ex-officio of all regular and special committees, and shall perform all such other duties as usually pertain to the office.
2. **Vice-President:** The Vice-President shall perform the duties of the President when requested to do so or when the President is absent. The Vice-President shall be the Association monitor and automatic member of any standing committee formed as a direct action or sanction of the members present at any regularly scheduled meeting. The Vice-President shall maintain a list of all committees, active or inactive, and also the members involved in such committees, and shall report at all Executive Committee meetings of the activities of these standing committees. The intent or

formation of new committees shall be directed to the Vice-President at any regularly scheduled meeting.

3. **Secretary:** The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Association by the National Rifle Association and by the Director of Civilian Marksmanship. Members of the Executive Committee shall be notified by the Secretary of all meetings as required. A true record of all meetings of the Executive Committee and of the Club shall be kept and the Secretary shall have custody of the books and papers of the club, except the Treasurer's books of accounts. All applications for membership in the club shall be made to the Secretary. The Secretary shall be responsible for the collection of all fees and dues and shall remit the same to the Treasurer, taking proper receipt. Responsibility for re-affiliating the club annually with the NRA rests with the Secretary. The Secretary shall be responsible, in conjunction with the Range Construction Officer, for keeping a current written record of the Work Incentive Program (W.I.P.) and all information pertaining to it.
4. **Treasurer:** The Treasurer shall have charge of all the funds of the club 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 for payment of such bills as have been approved by the Executive Committee. The Treasurer shall keep an accurate account of all transactions and render a detailed report with vouchers at any meetings of the Executive Committee when requested and provide an annual report to the organization at its annual meeting. In the event the Treasurer becomes incapacitated and unable to perform appropriate duties, the President of the organization shall be authorized to act as Treasurer, including signing checks on the President's signature only, until the Treasurer is able to resume customary duties or a new Treasurer is appointed or elected.
5. **Chief Instructor:** The Chief Instructor shall have charge of all small arms instruction with authority to appoint assistants. The Chief Instructor shall hold certification from both: NRA Firearms Instructor Course or other nationally recognized organization that teaches firearms safety as outlined in 515 CMR 3.00, and Massachusetts State Police Firearms Safety Instructor Course as outlined in M.G.L. c. 140, sect 131P. The program of instruction shall include but not be limited to the following curriculum (a) the safe use, handling and storage of firearms; (b) methods for securing and childproofing firearms; (c) the applicable laws relating to the possession, transportation and storage of firearms; and (d) knowledge of operation, potential dangers and basic competency in ownership and usage of firearms. It shall be customary for the Chief Instructor to maintain a professional working relationship with the local Police Department. No bills shall be contracted the Chief Instructor without authorization of the Executive Committee.
6. **Range Officer:** The Range Officer shall be in charge of enforcing all Range Rules, managing all tournaments and appointing all officials to control the management and discipline of shooting activities. The Range Officer shall be assisted by the members of the Executive Committee in the performance of his duties and to act for him in his absence. Violations of Range Safety Rules promulgated by the Range Officer shall be referred to the Executive Committee for disciplinary action. In addition, standing record of all property of the Association with respect to non-expendable competition targets, clay targets, and related range operations equipment in regard to its locations or in who's possession it remains shall be kept, and the approximate condition

and value of each item, whenever appropriate. Loss or damage of said property will be reported to the Executive Committee. No bills shall be contracted by the Range Officer without authorization of the Executive Committee.

7. **Range Construction Officer:** The Range Construction officer will be responsible, in conjunction with the Executive Board, for scheduling work parties, and for other duties pertaining to the general upkeep, maintenance, and improvement of our range. In addition, standing record of all property of the Association in regard to its locations or in whose possession it remains shall be kept, and the approximate condition and value of each item, wherever appropriate. Loss or damage will be reported to the Executive Committee. No bills shall be contracted by the Range Construction Officer without authorization of the Executive Committee.
8. Executive Committee members are exempt from paying Club dues while serving on the Executive Committee as elected officers.

ARTICLE VI:

Committees

1. The standing committees in this club shall be:
 - A. Membership Committee shall include but not be limited to the Secretary, and two members.

Duties and Responsibilities:

1. Chairperson: Responsible for overall recruiting and retention of club members.
 2. Secretary: As stated in Article V. The Secretary shall be an ex officio member.
 3. Assistant member: Shall assist the committee with recruiting new members into the club; act as NRA and GOAL recruiters; assist the Secretary in administrative matters pertaining to membership application and renewal.
- B. Range Construction Committee shall include but not be limited to the Range Construction Officer and two members.

Duties and Responsibilities:

1. Range Construction Officer: As stated in Article V. The Range Construction Officer shall be an ex officio member chairperson.
 2. Assistant members: Shall assist the Range Construction Officer in general range upkeep; delivering construction materials; assisting at work parties during which the Range Construction Officer is absent.
- C. Range Operations and Safety Committee shall include but not be limited to Range Officer, Shotgun Coordinator, Archery Coordinator, and Fishing Coordinator.

Duties and Responsibilities:

1. Range Officer: As stated in Article V. The Range Officer shall be an ex officio member and chairperson.
2. Shotgun Coordinator: Shall be in charge of enforcing all Range Rules and managing shotgun activities.

3. Archery Coordinator: Shall be in charge of enforcing all Range Rules and managing archery activities.
4. Fishing Coordinator: Shall be in charge of enforcing all Range Rules and managing fishing activities.

- D. Environmental Stewardship Committee shall include but not be limited to the Environmental Stewardship Plan (ESP) Coordinator and the Executive Committee.

Duties and Responsibilities:

1. The club membership shall appoint a member to be the Environmental Stewardship Plan (ESP) Coordinator. The ESP Coordinator shall be in charge of the Club's Environmental Stewardship Plan and act as the chairperson on the committee. The ESP Coordinator shall interface between the club membership and the Massachusetts Department of Environmental Protection as outlined in the MA Lead Shot Initiative; attend scheduled meetings or workshops with MA DEP and or local officials; update the ESP as necessary; coordinate soil and water testing of ranges; communicate results of soil and water testing and recommend specific course of action to the Club's Executive Committee; coordinate the application of chemicals relative to soil pH at the ranges; document site conditions and history using photographic means; recommend range improvements and implement the recovery and recycling of lead, brass, plastic shot shells, and clay targets.
2. Executive Committee: Shall all actively participate in the ESP.

- E. Firearms Instruction Committee shall include but not be limited to the Chief Instructor and two members.

Duties and Responsibilities:

1. Chief Instructor: As stated in Article V. The Chief Instructor shall be an ex officio member and chairperson.
2. Assistant members: Assist in the dissemination of the latest information regarding state laws and regulations, and enforcing of Range Rules.

- F. Long Range Planning Committee shall include but not be limited to the Vice-President and two members.

Duties and Responsibilities:

1. Chairperson: Shall coordinate the long term strategy and goals of the club in areas such as range improvements, social functions, member participation in club events, club demographics, finance goals, etc. The committee may conduct surveys to obtain member information and input and compare our club operations with other clubs. He or she will advise the Executive Committee and the membership in writing of their recommendations at least annually.
2. Assistant members: Shall assist the Chairman in creating a long-term plan.

- G. Communications Committee shall be responsible for providing information to both the club membership and constituencies outside the club. The committee will include but not be limited to the Newsletter Coordinator, Webmaster, Essex County League Rep., GOAL Rep., and NRA Rep.

Duties and Responsibilities:

1. Newsletter Coordinator: The Newsletter Coordinator shall edit, publish, print, and mail the monthly newsletter. The Newsletter Coordinator shall act as the committee chairperson.
2. Webmaster: The Webmaster shall maintain and update the club web site and e-mail capability with the internet service provider. The webmaster shall have all web site content approved by the Executive Committee prior to posting.
3. Essex County League Representative: The Representative shall inform the club of the actions and activities of the Essex County League of Sportsman's Clubs. He or she must be an active member in the league and represent our club at their meetings.
4. GOAL Representative: Shall be the club representative to GOAL.
5. NRA Representative: Shall be the club representative to the NRA.

H. Youth Program Committee shall include but not be limited to the Youth Coordinator and two members.

Duties and Responsibilities:

1. Youth Coordinator: The Youth Coordinator shall plan and execute youth activities. He or she will enforce all Range Rules.
2. Assistant members: Shall assist the Youth Coordinator in supervision of youth activities.

I. Appointments and Eligibility

1. The Executive Committee shall have the power to appoint standing committees as well as special (ad hoc) committees. The membership shall vote on all appointments.
2. Eligibility: Any member in good standing may seek a position on a committee provided he or she has been a member in the club for a minimum of one year. If appointed, a committee member shall serve for a two-year term.
3. Chairperson: The Executive Committee shall appoint a chairperson to head each committee unless the position is already delineated in the by-laws. Vacancies: The club will nominate suitable members for committee posts as needed. Resignation of any standing or special committee member may be accepted by a majority vote of the Executive Committee. No bills shall be contracted by standing committees as well as special committees and or members without prior authorization by the Executive Committee.

ARTICLE VII:

Meetings:

1. Regular meetings of the Association will be held on the third Tuesday of each month.
2. Special Association meetings may be called at any time, providing

ten (10) days notice is given to all members.

3. Executive Committee meetings will be held at the direction of the President, with due notice being provided each Executive Committee member by the Secretary.
4. Quorums are:
 - a. The active and voting membership of this Association shall be the average of the attending membership at regular meetings for the past calendar year;

One third (1/3) active and voting membership at regular and special Association meetings;
 - b. Two thirds (2/3) of elected officers at Executive Committee meetings.
5. The February meeting of the membership will be considered the Annual Meeting.
6. The rules contained in Roberts Rules of Order 2nd Edition, by Mary A DeVries (ISBN 0-451-19517-5) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the rules of order or by-laws of this Association.

ARTICLE VIII:

Removal from Office:

1. Any officer may be removed from office by a two thirds (2/3) vote of all members present at a meeting called for that purpose. Misconduct in office and/or conviction of a felony shall be considered grounds for removal.

ARTICLE IX:

Expulsion of Members:

1. Any member who has been found in violation of the By-Laws, Range Rules, local, state or federal laws pertaining to firearms, conservation, fish and game, ecology, etc., shall be liable to expulsion or suspension. Said member shall be notified in writing by any officer, with the authority of the Executive Committee, at least ten (10) days prior to the meeting at which this matter will be acted upon.
2. Arguments for and against expulsion or suspension will be heard by the membership, and action taken for expulsion or suspension, if voted by two thirds (2/3) of the majority present at said meeting.
3. Any member or official of the association who has been suspended or expelled from the National Rifle Association of America shall automatically stand suspended and expelled from the association immediately upon official notice from the Secretary of the National Rifle Association.

ARTICLE X

Dues, Work Incentive and Initiation Fees:

1. An initiation fee shall be imposed upon each newly admitted member unless another member of the Association, in good

standing, is within the new member's family unit. In such cases, the initiation fee is waived.

2. It is expected that each member will attend meetings and contribute time to the club and to the projects which are required to maintain range operations. Upon acceptance into membership, each new member will be assessed a work incentive fee (WIP). The work incentive fee is an annual fee payable at acceptance and at the time of membership renewal. If a member contributes the appropriate number of hours as set forth in Art. X sec 3 to club related work activities or performs other approved services that are of value to the club, during a membership year, the fee is not charged for the following year.
3. The Executive Committee shall make appropriate written recommendations (sent via U.S. or Electronic mail) regarding proposed changes to membership dues, work incentive and initiation fees if any are required. Such notice will be sent to the membership no less than ten (10) days prior to the November membership meeting. Any recommended changes to the then current amounts must be approved by a 2/3 majority vote of an assembled membership quorum. The dues, work incentive and initiation fees established and approved by the membership at the November meeting shall be applicable for the following fiscal year. It shall be customary to increase dues and fees annually by 4% or approximately the increase in the then current cost of living index.
4. The Executive Committee may, from time to time, impose a special, one-time payment from each member solely to address a specific situation or financial problem. The circumstances surrounding any such issue and the amount of payment must be communicated to the membership with no less than ten (10) days written notice via U.S. or Electronic mail prior to any scheduled monthly membership meeting. Any such payment must, however, be approved by a 2/3 majority vote of an assembled membership quorum and will in no case be greater than annual dues. Any such payments shall be payable during the fiscal year in which they are imposed.
5. Life Membership fees shall be \$3500.00 for the year 2008. It shall be customary to increase fees for new Life Memberships annually by 4% or approximately the increase in the then current cost of living index.

ARTICLE XI:

Association Property:

1. No member shall take any property belonging to the Association from any grounds or buildings of the Association except by the authority of the Executive Committee.

ARTICLE XII:

Expenditures:

1. All expenditures in excess of seven hundred fifty dollars (\$750.00) must be fully explained to the Association membership, and

requires a majority vote of the membership at a regular or special meeting from the voting quorum assembled.

ARTICLE XIII:

Firing Range Rules:

1. Association firing range rules must be adhered to by all members and guests while at the Association's firing range, and are administered and enforced by the Chief Instructor and the Range Officer.
2. Changes to the rules will be the responsibility of the Executive Committee and the Secretary shall advise all members of changes which affect firing range rules. Copies of such rules shall be available at all events and during all practice times for members and guests. Firing range rules shall be clearly posted on the range bulletin board.
3. All injuries occurring at the Association's firing range shall be reported to the Executive Committee within twenty four (24) hours of the occurrence. Any firearm related injury that requires hospitalization or other medical attention must be reported to the Town of Hamilton police and the Association Executive Committee.

ARTICLE XIV:

Amendments:

1. Any proposed amendments to these By-Laws may be introduced by any member of the club at any regular meeting or special meeting called for the purpose. Such proposed amendments, if in the judgment of the Executive Committee to be of the nature that may be inconsistent with the charter, intents and purposes of our NRA affiliation, will require the Secretary of this association to file such an amendment with the NRA for approval. After being approved by the NRA, they must be acted upon by the club membership at a regular meeting or a special meeting called for this purpose, provided a copy of the approved amendments has been supplied to each member at least 10 days prior to the meeting. A 2/3 vote of the members present will be necessary to pass or reject it.
2. By-laws and Range Rules will be reviewed at least one month each year by a committee appointed by the President specifically for that purpose. Recommendations for changes in rules, by-laws and regulations will be accepted at any regular or special meeting of the membership.

ARTICLE XV:

Indemnification:

1. **Insurance:** The Executive Committee shall be authorized to purchase and maintain liability insurance should any area of personal liability to the officers, employees, agents or representatives of the Club be determined.
2. **Indemnification:** To the fullest extent provided by Massachusetts's law, the Club shall hold harmless, defend and indemnify all officers, employees, agents and representatives. The Club will provide indemnification reimbursements only in amounts not covered by any applicable insurance.

ARTICLE XVI:

Dissolution

1. Previous ten (10) day notice and a two-thirds vote can dissolve this Association. All outstanding bills will be paid, and all range closure costs will be paid. The remaining money will be returned to the members or, by a vote of the members, can be given to a charity of their choice"

Accepted 11/20/83	Amended 10/18/88	Amended 10/19/93
Amended 12/16/86	Amended 11/10/92	Amended 9/20/94
Amended 4/21/87	Amended 3/16/93	Updated 2/18/95
Amended 3/98	Amended 11/98	Amended 11/99
Amended 1/21/2000	Amended 4/17/2001	Amended 10/02
Amended 07/03	Amended 5/18/2004	Amended 11/20/2007
Amended 02/2013		