

# CONSTITUTION AND BY-LAWS



Updated July 14, 2010

SANFORD-SPRINGVALE  
FISH AND GAME  
PROTECTIVE ASSOCIATION, INC.

The SANFORD-SPRINGVALE FISH AND GAME PROTECTIVE ASSOCIATION, INC. has been active since 1938. The original intent at the time was the stocking of fish and fowl, plus maintaining habitat for the benefit of wild animals while promoting safe, responsible hunting.

Our goals are basically the same today. However, we have expanded with additional projects that encompass the diversified needs and interests of local sportsmen and women, and their families.

The main thrust of 1996, was the completion of new rifle and handgun ranges in cooperation with the Sanford Police Department. Our members enjoy a safe facility for target shooting and hunter sighting, shooting events, training in firearms safety and responsible handling of firearms, and archery practice.

The club ascribes to responsible sportsmen activity, respecting game laws, the rights of property owners, safe handling of firearms and archery equipment, conservation of our natural resources, and the protection and preservation of our wildlife environment.

#### ARTICLE 1.

The Organization shall be known as the Sanford and Springvale Fish and Game Protective Association, Inc.

#### ARTICLE 2.

The purpose of the Association is to further the interests of the sportsmen in regard to ~~the~~ rod and gun; to act and participate in the propagation and conservation of wildlife; to ~~stock covers and waters with game and fish~~; and to participate in and enjoy all legal forms of outdoor recreation.

#### ARTICLE 3.

The officers of the Association shall be a President, First Vice-President, Second Vice- President, Recording Secretary, Financial Secretary, and Treasurer. A member shall be eligible for office if he/she has been a member in good standing for at least one (1) year prior to the date of nomination. Officers are elected to serve until the next annual meeting or until successors are chosen .

#### ARTICLE 4.

The President shall preside at all meetings of the Association, look after its interests, see that all transactions are carried out in conformity with the By-Laws, and preside as ~~Chairman~~ <sup>member</sup> ex-officio of all committees.

#### ARTICLE 5.

The First Vice-President shall replace the President in his/her absence and assist the President with his/her duties as assigned.

#### ARTICLE 6.

The Second Vice-President shall replace the First Vice-President in his/her absence, shall keep an accurate account of all the Association's property, and oversee all activities on Association property.

#### ARTICLE 7.

The Recording Secretary shall keep an accurate record of all meetings and shall conduct the correspondence of the Association.

### ARTICLE 8.

The Financial Secretary shall keep an accurate account of the Association and its members, receive all money paid to the Association for dues or otherwise, and deposit the money with the Treasurer at the close of each meeting upon receiving a receipt from the Treasurer. He/she shall also announce at each meeting the total receipts and the status of the membership.

### ARTICLE 9.

The Treasurer shall receive all money from the Financial Secretary, pay all bills recommended by the Finance Committee and approved by a majority of members of the Association present at any regular or special meeting. He/she shall deposit all money in a banking institution approved by the Executive Committee.

### ARTICLE 10.

The President shall appoint all committee members and establish Standing Committees including :

Acton Fair Committee ✓	Range Committee ✓
Fish and Game Stocking Committee	Archery Committee ✓
Fish and Game Law Committee	Safety Committee
Legislative Committee ✓	Conservation Committee
Parliamentary Committee ✓	Finance Committee
Special Delegate Committee	Scholarship Committee
Entertainment Committee	Publicity Committee
Membership and Reception Committee	Building Committee
Others as established by the President	Cub Scouts ✓

### shall ARTICLE 11.

The Executive Committee includes all current officers, former Presidents and the Chairman of each committee listed in Article 10. The Executive Committee shall assist in maintaining the Association's principles and ensure all rules and regulations are strictly adhered to. The Committee shall meet at least once between each regular meeting of the Association and bring recommendations to the general membership at the next regular or special meeting.

#### ARTICLE 12.

A vacancy in any office or committee will be filled at the first regular meeting of the Association. A new officer shall be elected by the membership. The President shall appoint new committee members.

#### ARTICLE 13.

The Fish and Game Stocking Committee shall prepare lists of covers and streams suitable for the propagation of game and fish. Members shall be notified where game and fish were released in the Association's area.

#### ARTICLE 14.

The Fish and Game Law and Legislative Committees shall keep the membership informed of all changes in the laws. The Committees shall also keep members informed of pending legislation concerning fish and game matters, shall inform State Senators and Representatives to the Legislature the Association's support of matters favorable to the cause of sportsmen and opposition to undesirable legislation.

#### ARTICLE 15.

The Membership and Reception Committee shall review all applications for membership and recommend approval/denial at a regular meeting prior to voting on the application. They shall have charge of all memberships, shall have charge of the door and shall act as a reception committee to new members and guests. The Committee shall receive from the Financial Secretary the names of all delinquent members, whereupon the committee shall endeavor to contact the members to keep them in good financial standing.

#### ARTICLE 16.

The Finance Committee shall audit the books of the Financial Secretary and Treasurer at least once each year and shall submit an accurate report of such audit at the meeting immediately following the audit. The Committee shall examine all bills submitted to the Association and if approved shall so report. No money shall be paid by the Treasurer until payment has been approved by the Finance Committee and ordered by vote of the Association at a regular or special meeting.

*(prior to election of officers)*

The committee shall also review the annual dues structure and so report to the membership any recommendations.

#### ARTICLE 17.

The Entertainment Committee shall arrange and provide for all entertainment, refreshments, prizes and tickets as required.

#### ARTICLE 18.

The Publicity Committee shall see that an accurate account of the Association's activities are placed before the public

#### ARTICLE 19.

The Parliamentary Committee shall see that Association meetings are conducted in accordance with parliamentary procedures. *UPDATE BY-LAWS.*

#### ARTICLE 20.

The Special Delegate Committee shall attend all meetings if possible and report at the next regular meeting of the Association all matters of interest and importance.

#### ARTICLE 21.

The Building Committee shall keep the Association informed on the status of the buildings and grounds; ie: Maintenance, Modernization, Repairs, etc.

#### ARTICLE 22.

The Range Committee shall keep the Association informed of all matters relating to Range and Range Development and coordinate all activities on the range. The "Range" refers to both the leased property adjacent to the Town of Sanford Police Range located in South Sanford behind the airport as well as the Association owned land located in Berwick. *RANGE RULES WILL BE POSTED AT EACH RANGE AND ON THE WEBSITE.*

Any infraction to the Range rules or unsportsmanlike-like-conduct shall be investigated by the Range Committee and presented to the Executive Committee. *in accordance with article 33.* The Executive Committee shall be notified of any infraction at the start of the investigation and the alleged member shall lose rights to use of either Range until the investigation is completed and the Executive Committee deliberates over the findings. The member may attend the Executive Committee meeting when the results of the investigation are presented. The Executive Committee shall notify the member of their decision to reinstate Range privileges or the proper corrective action taken, up to and including revocation of membership. *at a special meeting*

**ARTICLE 23.**

OK The Archery Committee shall keep the Association informed on all matters relating to Archery and Archery range development.

**ARTICLE 24.**

OK The Conservation Committee shall act and participate in the propagation and conservation of wildlife and shall keep the Association informed of its activities.

**ARTICLE 25.**

OK The Safety Committee shall keep the Association informed on all <sup>safety</sup> matters relating to ~~hunting, boating, archery, snowmobiling, all~~ <sup>club activities.</sup> ~~terrain vehicle and other safety activities.~~ <sup>except for the range committee.</sup>

**ARTICLE 26.**

The Scholarship Committee shall administer the annual scholarship fund; contact the local school departments for lists of graduating students who will be furthering their education in wildlife management; recommend a recipient or recipients; and act as the Association's spokesperson. In the event there are no names provided by the school departments, the scholarship monies may be used for a campership to a student attending a wildlife education camp. The scholarship fund will be set at a minimum of \$500 per year. If no scholarship/campership is awarded, the \$500 will be returned to the General Association Funds.

**ARTICLE 27.**

OK <sup>President</sup> The Executive Committee may abolish any Committee delinquent in its duties. The President shall appoint new committee members

**ARTICLE 28.**

Membership and Dues. Any person of good character, interested in the aims and object of the Association, who has reached the age to secure a hunting or fishing license may become a member in good standing. The name must first be submitted to the Membership Committee and, if approved, be further submitted before a regular meeting to the Association's members. If not more than three votes appear against the applicant he/she shall be declared elected. A new member must be a National Rifle Association (NRA) member when approved for membership and maintain a minimum NRA

now designated by the President.

**Family Membership.** A family may become a member of the Association. A family membership shall include all lawful members of the immediate family who are declared 'dependents' or 'exemptions' for income tax purposes. The membership dues for a family membership shall be established annually but shall not exceed the cost of two memberships. A family membership allows only two members of the family to cast votes on Association business matters. To be eligible to vote, the family member must have reached the age to secure a hunting or fishing license

A family member may apply for an individual membership any time the member meets the provisions stated in the previous paragraph or when no longer meeting the definition as a dependent or exemption for tax purposes

#### **ARTICLE 29.**

Membership dues shall be governed by the Association and will be reviewed annually. Dues are payable on or before October 1st of each year and are valid through September 30th of the succeeding year. Dues for new members approved between April 1st to August 31st are one-half the annual amount. Applications for membership shall include the dues and submitted to the Financial Secretary before the application is read and voted on. This money will be returned to the applicant should he/she not be admitted to membership. New members shall be considered members in good standing and will be allowed to participate in all meetings of the Association subject, however, to Article 3 of the By-Laws. A copy of these By-Laws will be provided to each new member.

#### **ARTICLE 30**

Any member whose dues remain unpaid for twelve months shall forfeit his membership. He/she may be reinstated by the Membership Committee upon payment of all arrears and such other assessments. Any member three months in arrears is not eligible to cast a vote at any meeting and may be dropped from the mailing list.

#### **ARTICLE 31.**

Anyone who has been a member in good standing during the last five years and has had his/her 70th birthday shall be granted a Life Membership with all dues paid and enjoy all benefits of a member in good standing. A lifetime membership may otherwise be granted upon payment of dues as specified by the Association.



#### **ARTICLE 32.**

Any member may resign from the Association by written notice to the Secretary. Any member who has resigned or been expelled shall forfeit all his/her property rights in the Association.

#### **ARTICLE 33.**

Any member of this Association convicted of violating the Fish and Game Laws of this or any other State or Province shall be expelled from the membership provided it is so voiced at a regular meeting. Any member so expelled may apply for re-admittance after six (6) months per Article 28 of these By-Laws.

#### **ARTICLE 34.**

The Annual Meeting of the Association shall be held at the established meeting place or such other place decided by the Executive Committee, on the regular meeting night in January of each year. Officers of the Association shall be elected for the ensuing year. Nominations shall be made by a Nominating Committee which has been appointed by the President. The first nominations of officers will be made at the December meeting and shall remain open up to the time of the election which will be the annual meeting.

#### **ARTICLE 35.**

Special meetings may be held at any time at the written request of ten (10) members. The Secretary shall notify all members in writing at least five (5) days prior to the special meeting. Only business designated in the notification shall be considered at the special meeting.

#### **ARTICLE 36.**

The President shall preside at all regular and special meetings. Regular meetings shall normally be held on the first Thursday of each month at 7:00 P.M.

#### **ARTICLE 37.**

Written Annual Reports by Officers and Committee Chairs shall be read at the annual meeting, prior to the election of officers.

#### ARTICLE 38.

The Association shall not ~~be disbanded, merged~~ with any other organization, change its name, forfeit its Charter or otherwise cease to exist as such Association unless a motion to do so has been presented in writing at a regular meeting; each member in good standing has been notified by mail and the motion to disband, merge, change the name, forfeit the charter or otherwise cease to exist has been voted upon in the affirmative by at least two-thirds of the members present and voting at two consecutive regular meetings.

Upon disbanding, the assets of the Association shall be donated to conservation purposes and shall not be liquidated into the State of Maine's General Fund or used for any general purpose.

#### ARTICLE 39.

Fifteen members in good standing, at least two (2) of which shall be Officers, shall constitute a quorum at any regular or special meeting. No business shall be transacted unless a quorum is present.

#### ARTICLE 40.

Meetings shall be conducted in accordance with "ROBERT'S RULES of ORDER" and the order of business to be:

1. Call the meeting to order.
2. Roll call of Officers.
3. Reading of the records of the previous meeting.
4. Reading of communications.
5. Reading of bills.
6. Reports of committees.
7. Reading of applications for membership.
8. Election of Officers (ANNUAL MTG.).
9. Unfinished business.
10. New business.
11. Election of applicants to membership.
12. Good of the organization.
13. Report of the financial Secretary.
14. Report of the Treasurer.
15. Closing of the meeting.

#### ARTICLE 41.

These By-Laws may be altered or amended by a two-thirds vote of the members present and voting at any regular meeting of the Association provided that the proposed changes have come before the Executive Committee who have then recommended such change to a regular meeting for approval. A written notice shall be given each member five (5) days prior to the date of the meeting at which the proposed amendment(s) is to be voted upon.

The above Constitution and By-Laws drawn up and submitted for approval April 15, 1938, amended June 1, 1939, amended October 2, 1947, amended March 4, 1965, amended July 2, 1981, amended September 7, 1989, amended July 5, 2001, amended November 1, 2001. and amended January 7, 2010.