

# CONSTITUTION AND BYLAWS



Updated: November 4, 2021

**SANFORD AND SPRINGVALE  
FISH AND GAME  
PROTECTIVE ASSOCIATION, INC**

## **PREAMBLE**

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.

In 2002 the club saw expansion with the purchase of the Berwick Range facility.

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.

## **BYLAWS**

### **ARTICLE 1.**

The Organization shall be known as the Sanford and Springvale Fish and Game Protective Association, Inc. Hereafter, in these Bylaws, the Organization's name shall be referred to as "the Association".

### **ARTICLE 2.**

The purpose of the Association is to further the interests of the sportsmen in regard to rod and gun, participate in the propagation and conservation of fish and wildlife, 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. The officers shall conduct the ordinary, day-to-day, business of the association. An adult member shall be eligible for office once they have been a member in good standing for at least the previous one (1) year period 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 Bylaws, establish additional committees not otherwise specified, and preside as an ex-officio member of all committees.

### **ARTICLE 5.**

The First Vice-President shall replace the President when r absent and assist the President with duties as assigned.

### **ARTICLE 6.**

The Second Vice-President shall replace the First Vice-President when absent, 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 correspondence of the Association. Meeting minutes will be prepared and presented for approval at the next regular Association meeting, after approval the minutes shall be filed in the Association files.

### **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 submit the money or bank deposit slip(s) to the Treasurer by the close of the following regular meeting and receive a receipt from the Treasurer as verification. The Financial Secretary shall also announce at each meeting the total receipts and the status of the membership. The Financial Secretary will ensure all forms required to maintain the Association's non-profit status, including Federal and State income tax forms, are timely submitted.

### **ARTICLE 9.**

The Treasurer shall receive all money and bank deposit slips from the Financial Secretary, provide receipts to the Financial Secretary for all money and bank deposits received, and ensure all money is deposited in a banking institution approved by the Executive Committee. The Treasurer shall pay all normal operating expenses and other bills approved by a majority of members of the Association present at any regular or special meeting. The Treasurer shall assist the Financial Secretary in ensuring all forms required to maintain the Association's non-profit status are timely submitted.

**ARTICLE 10.**

The President shall appoint, and Executive Committee confirm, the Chair of each committee. The established Standing Committees shall include

- Range Committee(s)
- Fish and Game Law Committee
- Safety Committee
- Legislative Committee
- Conservation Committee
- Parliamentary Committee
- Finance Committee
- Others as established by the President
- Scholarship Committee
- Entertainment Committee
- Publicity Committee
- Membership Committee
- Building Committee
- Nominations Committee
- Special Delegate Committee

The Committee Chair and Executive Committee shall select sufficient membership to serve on each Committee. The Chair may submit an annual budget at a regular meeting for approval, may commit funds within the approved budget, keep accurate records of Committee activities, and update the general membership on activities, expenses, and associated matters. The Committee Chair and/or Executive Committee may remove Committee members as necessary. The President and/or Executive Committee may remove Committee Chairs as necessary.

**ARTICLE 11.**

The Executive Committee shall include all current officers, former Presidents in good standing, and the current Committee Chairs. The Executive Committee shall ensure the Association's principles, rules and regulations are strictly adhered to. The Executive Committee shall normally 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 elected position shall be filled by nomination at the subsequent regular Association meeting and election as described in Article 30. The President shall appoint, and Executive Committee confirm, an interim Officer until the vacancy is filled. Interim Officers shall not have voting rights on the Executive Committee.

**ARTICLE 13.**

The Fish and Game Law and Legislative Committees shall keep the membership informed of all changes or proposed changes to the laws relevant to the Association's interests. The Committees shall notify the Legislature on the Association's position on changes or proposed changes, as directed by the Executive Committee.

**ARTICLE 14.**

The Membership Committee shall review all applications for membership and submit qualified applications for approval at the next regular meeting. The Chair shall notify the Executive Committee of those applications that should be denied, for further review and action by the Executive Committee.

**ARTICLE 15.**

The Finance Committee shall review the books of the Financial Secretary and Treasurer at least once each year and shall submit an accurate report of such review at the annual meeting, prior to the election of officers for the upcoming year. The Committee shall examine all bills submitted to the Association and if approved shall so report. The Committee shall also review the annual dues structure and so report to the membership any recommendations. The accounts shall be audited by an external auditor when requested by the Executive Committee or, at a minimum, every three years.

**ARTICLE 16.**

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

**ARTICLE 17.**

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

**ARTICLE 18.**

The Parliamentary Committee shall see that Association meetings are conducted in accordance with parliamentary procedures and will take the lead in the annual review and update of the Association's Bylaws.

**ARTICLE 19.**

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 20.**

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

**ARTICLE 21.**

The Range Committee(s) shall keep the Association informed of all matters relating to the range(s) and range development and coordinate all activities on the range(s). Approved range rules shall be posted at each range and on the Association website.

Any infraction of the range rules or safety violations, deemed worthy of investigation, shall be investigated by the Range Committee. The Executive Committee shall be notified of any infraction at the start of the investigation and if appropriate the Executive Committee may revoke the alleged member's rights to use of the range(s) until the investigation is completed and the Executive Committee deliberated 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 corrective action taken, up to and including revocation of membership.

**ARTICLE 22.**

The Conservation Committee shall participate in the propagation and conservation of fish and wildlife, and shall keep the members informed of where game and fish are released in the Association's area.

**ARTICLE 23.**

The Safety Committee shall keep the Association informed on all safety matters relating to Association activities, as designated by the President. The Safety Committee shall assist the Range Committee(s) with the development of the range rules.

**ARTICLE 24.**

The Scholarship Committee shall administer the scholarship fund as recommended by the Executive Committee and approved by a majority of members present at a regular meeting. By March, the Scholarship Committee shall develop and distribute applications to local high school seniors who will be furthering their education in wildlife management. The Scholarship Committee will recommend a recipient or recipients at the May regular meeting for approval by the members present, and as appropriate act as the Association's spokesperson for administration of the scholarship. Upon approval of the membership at a regular meeting, a campership may be awarded, particularly if there are no applications from eligible seniors. If neither a scholarship or campership is awarded, the scholarship fund will be returned to the General Association Funds by the September meeting.

## **ARTICLE 25.**

**Annual Membership:** Any adult of good character, interested in the aims and object of the Association, who is eligible to secure a hunting or fishing license may become a member in good standing. Application for membership must first be submitted to the Membership Committee and, if approved, be further submitted for acceptance during a regular meeting to the Association's members. The applicant shall be declared a member if less than four votes appear against the applicant. If four or more votes against an application occur, the application shall be sent to the Executive Committee for review and determination.

**Associate Membership:** An immediate family member of an applicant or a current member in good standing, may apply for Associate Membership. An immediate family member is defined as anyone, over the age of 15, who is eligible to be declared as a 'dependent' or 'exemption' for income tax purposes. Application for, and admittance of an Associate Member shall be the same as an Annual Member. Associate Members shall have the same rights and privileges as any other member in good standing. Associate membership shall remain valid for the entire membership year, regardless of changes in 'dependent' or 'exemption' status.

**Life Membership:** Any member in good standing for the previous five membership years, and has had their 70<sup>th</sup> birthday, shall be granted Life Membership with all dues paid. Life members shall have the same rights and privileges as any other member in good standing. A lifetime membership may be otherwise granted upon payment of dues as specified by the Association.

## **ARTICLE 26.**

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 following calendar year. Dues for new members approved between April 1st and August 31st are one-half the annual amount. Applications for membership shall include the dues and shall be submitted to the Financial Secretary before the application is read and voted on. Dues will be returned to the applicant should they not be admitted to the 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 Bylaws.

## **ARTICLE 27.**

Any member whose dues remain unpaid for twelve months shall forfeit their membership. Any member in arrears for greater than one month by not more than twelve months shall no longer be considered in good standing.

## **ARTICLE 28.**

Any member may resign from the Association by written notice to the Financial Secretary. Any member who has resigned, been expelled, or otherwise forfeited their membership shall also forfeit all their property rights in the Association.

## **ARTICLE 29.**

Any member of this Association convicted of violating the Fish and Game Laws of this or any other State or Province may 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 25 of these Bylaws.

## **ARTICLE 30.**

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, or, if the January meeting is not held, at the next scheduled meeting. Officers of the Association shall be elected for the ensuing year, beginning at the closure of the Annual Meeting. Nominations shall be made by a Nominating Committee which has been appointed per Article 10. 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 31.**

Special meetings may be held at any time at the written request of ten (10) members. The Financial 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 32.**

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 33.**

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

**ARTICLE 34.**

The Association shall not be-disbanded, merged with any other organization, change its name, forfeit its Charter or otherwise cease to exist as such an Association unless a motion to do so has been presented in writing at a regular meeting; each member in good standing has been provided written notification 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 for conservation purposes and shall not be liquidated into the State of Maine's General Fund or used for any general purpose.

**ARTICLE 35.**

Ten 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 36.**

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 communications
4. Reports of committees
5. Report of the Financial Secretary
6. Report of the Treasurer
7. Reading of Bills
8. Reading of the records of the previous meeting
9. Unfinished business
10. Reading & Determination of Membership Applications
11. New business
12. Election of Officers (ANNUAL MEETING ONLY)
13. Raffle
14. Closing of the meeting

### **ARTICLE 37.**

These Bylaws 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. Written notice shall be given to each member at least fourteen (14) days prior to the date of the meeting at which the proposed amendment(s) are to be voted upon.

The above Constitution and Bylaws 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, amended January 7, 2010, and amended November 4, 2021.



## **REVISION HISTORY**

<b>REVISION</b>	<b>DATE</b>	<b>CHANGES</b>
0	April 15, 1938	Initial
1	June 1, 1939	Historical
2	October 2, 1947	Historical
3	March 4, 1965	Historical
4	July 2, 1981	Historical
5	September 7, 1989	Historical
6	July 5, 2001	Historical
7	November 1, 2001	Historical
8	January 7, 2010	Historical
9	November 4, 2021	NRA membership requirement remove by 24-10 vote. Changed family membership to associate, condensed membership types into one Article, added Executive Committee approval for Committee Chairs, clarified scholarship process, changed quorum requirement from 15 to 10 members. Added revision history. Rewording & changes to Articles approved by a 28-6 vote. 1/5/2022 – Corrected typo in Article 36, item 12 was listed twice.