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# The 2007 Edition of the By Laws have been reviewed and are approved:

John Horan

President (2006-2007)

Frank Fox

Vice-President (2006-2007)

Secretary (2006-2007)

#### APPROVED CHANGES TO BY LAWS:

#### Change 1 approved April 16, 2008

Revise Article VI QUALIFICATIONS FOR MEMBERSHIP CLASSIFICATIONS AND PRIVILEGES as follows:

# Section 1. Regular Members:

Add as the last sentence to the paragraph:

The maximum number of regular members may be exceeded to the extent that sons and daughters (birth, adopted and step children) of active or deceased members may become members at any time.

#### Add a new section

Section 6. Sons and daughters (birth, adopted and step children) of active or deceased members who are eligible and apply for membership may immediately embark on the membership process the first time they apply for membership. They will be offered an indoctrination meeting as soon as an agreeable date can be set. They will be read at the first available membership meeting, be posted, and be voted upon at the following regular membership meeting. They may be granted membership even if their membership puts the club regular membership over the maximum number set at the annual meeting.

## Revise Article VII MEMBERSHIP DUES AND FEES as follows:

#### Delete:

Section 3. Applications for membership from eligible children or step-children of members or deceased members will be accepted at any time.

Change 2 approved April 16 2008

#### Revise ARTICLE XI AMENDMENTS TO THE BY-LAWS

Add a new section:

Section 2. Proposed amendments to the By-Laws shall be detailed in a written notice and forwarded to the Club membership as required by Article II, Section 4 "Special Meetings". The notice shall delineate each of the specific proposed amendments. Only those portions of the By-Laws defined in the notice may be amended at the called Special Meeting.

# BY-LAWS OF THE GROTON SPORTSMEN'S CLUB, INC. 2007 EDITION

## ARTICLE I: PRINCIPAL OFFICES

The principal office of the Club in the State of Connecticut shall be located in the Town of Stonington, County of New London. The Club may have such offices within the State of Connecticut, as the Board of Directors may designate, or as the proper fulfillment of the purposes of the Club may require, from time to time.

## **ARTICLE II: MEETINGS**

**Section 1. Annual Meeting:** The annual meeting of the members of the Association shall be held on the premises known as the Groton Sportsmen's Club within the Town of Stonington during the regular August meeting. The Secretary shall give written notice of such meetings by mailing same to each member's address as it appears on the membership rolls of the club at least ten (10) days before the date of the meeting.

**Section 2. Regular Monthly Meetings:** Regular monthly meetings of the Club shall be held on the third Wednesday of each month at 7:30 p.m., but if the day so designated is a legal holiday, then the meeting shall be held the following day.

**Section 3. Quorum:** The presence in person of twenty (20) members entitled to vote as hereinafter defined shall be necessary to constitute a quorum for the transaction of business, but a lesser number may adjourn to some future date not less than thirty (30) days nor more than sixty (60) days later, and the Secretary shall thereupon give at least ten (10) days notice by mail to each member entitled to vote who was absent from such meeting.

**Section 4. Special Meetings**: Special meetings of the Club may be called at any time by the President, or by a majority of the Board of Directors. The Secretary shall give written notice of the date, time, place and purpose for such meetings by mailing same to each member's address as it appears on the membership rolls of the club at least ten (10) days before the date of the meeting.

The Board of Directors shall also, in like manner, call a special meeting of the members representing not less than twenty (20) members of the Club. No business other than that specified in the call for the meeting shall be transacted at any special meeting of the Club, except to the extent permitted by the Connecticut Nonstock Corporation Act.

**Section 5. Voting and Voters, Proxy, Defined:** Except as hereinafter provided, each member of the Club of the age of eighteen (18) years, or more, shall be entitle to vote in person or by proxy at any meeting of the Club, provided, however, that such member's name must appear on the membership rolls of the Club at least thirty (30) days prior to such meeting of the Club. All proxies are to be recorded with the Secretary before the meeting. The casting of proxy votes shall be restricted to the election of Club Officers and voting on motions that have been posted in the Club Newsletter or in a Special Written Notice to the membership in accordance with Article II, Section 4, Special Meetings.

At all meetings of the Club, all questions the manner of deciding which is not specifically regulated by some other provision of these By-Laws or by the Nonstock Corporation Act of the State of Connecticut, shall be determined by a majority vote of the members present in person or by proxy; provided, however, that any qualified voter may demand a roll call vote, in which case each member present, in person or by proxy, shall be entitled to cast one (1) vote. All voting shall be by voice and by counting proxy votes. Any member may immediately challenge the result of a vote in which case the vote will be by the show of hands and the counting of proxy votes. The casting of all votes at a special meeting of members shall be governed by the provisions of these By-Laws. All proxies shall be in writing, dated, and executed by the member entitled to vote, shall designate the person who is to exercise such proxy; and shall specify, by date, time and place, the particular meeting of the Club, not yet held at the date of execution of such proxy, at which such proxy may be exercised. Except where specifically exempted by these By-Laws, the meetings of the Groton Sportsmen's Club, Inc. shall be conducted in accordance with Robert's Rules of Order (Revised).

**Section 6. Order of Business:** The order of business at all meetings of the membership shall be as follows:

- 1. Roll Call
- 2. Reading of the minutes of preceding meeting.
- 3. Reports of Officers.
- 4. Reports of Committees.
- 5. Election of Board of Directors (Annual Meeting Only).
- 6. Unfinished business.
- 7. New business.

# ARTICLE III BOARD OF DIRECTORS

**Section 1. Number:** The affairs and business of the Club shall be managed by a Board of Ten (10) Directors, who shall be regular or life members of the Club, entitled to vote.

**Section 2. How Elected:** All officers of the Club, elected as herein after provided, shall be deemed to be elected members of the Board of Directors. Three additional Directors-At-Large shall be elected to serve three-year staggered terms. One Director-At-Large will be elected at the Annual Meeting of the members and together with the Officer-Directors shall constitute the Board of Directors for the ensuing year. A list of eligible nominees for the position of Director-At-Large will be provided by the Nominations Committee, and each Club member eligible to vote will be allowed to cast a vote for the nominee of their choice and the nominee receiving the highest number of votes cast shall be

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deemed Director-At-Large for a term of three years. In case of a tie for high votes, a run-off election involving just the nominees involved in the tie will be conducted at the same Annual Meeting.

Section 3. Term of Office: The term of office of each of the Directors-At-Large shall be three (3) years and thereafter until a successor has been elected.

- **Section 4. Duties of the Board of Directors:** The Board of Directors shall have the control and general management of the affairs and business of the Club. Such Board of Directors shall in all cases act as a Board, regularly convened and by a majority vote of the members present; and they may adopt such rules and regulations for the conduct of their meetings and the management of the Club, as they deem proper not inconsistent with these By-Laws and the Laws of the State of Connecticut.
- **Section 5. Board of Director's Meetings:** Regular meetings of the Board of Directors shall be held the second Wednesday of the month and at such other times as the Board of Directors may determine. Special meetings of the Board of Directors may be called by the President at any time, and shall be called, by the President or the Secretary upon the written request of three (3) or more members of the Board of Directors.
- **Section 6. Notice of Meeting:** The Secretary shall give written notice of the date, time, place and purpose for such meetings by mailing same to each member's address as it appears on the membership rolls of the club at least ten (10) days before the date of the meeting. No business other than that specified in such notice shall be transacted at any special meeting. At any meeting at which every member of the Board of Directors shall be present, or of which the Board of Directors shall have waived notice in writing, although held without notice, any business may be transacted which might have been transacted if the meeting has been duly called.
- **Section 7. Quorum:** At any meeting of the Board of Directors, a majority of the Board shall constitute a quorum for the transaction of business; but in the event of a quorum not being present, a lesser number may adjourn the meeting to some future time, not less than five (5), nor more than thirty (30) days.
- **Section 8. Voting:** At all meetings of the Board of Directors, each Director is to have one (1) vote. No proxy votes shall be allowed.
- **Section 9. Vacancies:** Vacancies in the Board occurring between annual meetings shall be filled, for the unexpired portion of the term, by majority vote of the members present and voting at any regular meeting of the membership following the creation of such vacancy. Notice of such vacancy shall be given by written notice, by the Secretary mailing to each member's address as it appears on the membership roles of the Club. This notice will be served at least ten (10) days before the meeting.
- **Section 10. Removal of the Members of the Board of Directors:** Any one or more of the members of the Board of Directors may be removed, either with or without cause, at any time, by a three-fourths (3/4) vote of the members of the Club present, at any meeting called for the purpose in the manner prescribed in ARTICLE II, Section 4. The Secretary shall give written notice of such meeting by mailing same to each member's address as it appears on the membership rolls of the club at least ten (10) days before the date of the meeting.

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**Section 11. Allowance and Compensation:** No member of the Board of Directors shall be paid any salary, or be entitled to any compensation, or account for services rendered to the Club as a Director or Officer.

## **ARTICLE IV OFFICERS**

## Section 1. Number: The officers of the Club shall be:

- 1. President
- 2. Vice-President
- 3. Secretary
- 4. Treasurer
- 5. Financial Secretary
- 6. Membership Chairmen (Two Persons)

**Section 2. Election:** All officers of the Club shall be elected at the Annual Meeting by the membership entitled to vote. The term of office will be for one (1) year or until successors are duly elected. It shall be the responsibility of the Nominations Committee to submit a list of candidate nominations for each office and the Directors-At-Large at the Regular Membership Meeting held in June. At the same meeting, nominations from any member eligible to vote, either from the floor or received in writing and seconded by a member in attendance, shall be accepted as additional candidate nominees. Nominations will be closed at this meeting except as provided elsewhere in these By-Laws. The Nominations Committee will be responsible for certifying that all nominees duly presented will be eligible to hold office subsequent to the first Wednesday in July. The membership will be notified in writing of all nominations for the Board of Directors at least ten (10) days prior to any election.

Casting of Ballots: Official Club Ballots will be provided to each member eligible to vote by way of the U.S. Mail in the month of July. Ballots shall also be made available by the Club Secretary prior to and at the Annual Meeting. Ballots may be mailed, hand carried and delivered to the Club Secretary, or cast at the Annual meeting. Only those votes cast on the Official Club Officer Election Ballot forms will be accepted as valid.

All Ballots, hand-carried or mailed, must be filled out by the voting member and placed in a sealed envelope marked "ELECTION BALLOT" and addressed to the Club Secretary. All such ballots must be received by the Club Secretary prior to the Annual Meeting being called to order to be considered valid.

It will be the responsibility of the Club Secretary to certify the validity of mailed or hand carried ballots. The tally of votes received in advance of the Annual Meeting will not be released until after all ballots have been tallied and certified at the Annual Meeting.

The Club Secretary, aided by the Membership Committee, will be responsible for certifying voter eligibility and assuring than no member who submitted a hand-carried or mailed ballot is also participating in the election in person during the Annual Meeting. The names of the members who submitted a mailed or hand-carried ballot can be divulged at the Annual Meeting for this purpose. Any member who submits more than one (1) ballot shall forfeit all votes cast for the election.

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The Official Club Officer Election Ballot must carry the following information:

Name of the member submitting the ballot Membership number of member submitting the ballot Date of Election (Annual Meeting), Name and office for each candidate for which a vote may be cast Original signature of the member submitting the ballot

**Section 3. Duties of Officers:** The duties and powers of the officers of the Association shall be as follows:

**PRESIDENT:** The President shall preside at all meetings of the Board of Directors and of the membership. The President shall present at each annual meeting of the members and the Board of Directors, a report of the condition of the business of the Club. The President shall execute all contracts and agreements in the name of the Club, shall see that the books, reports, statements and certificates required by any statute are properly kept, made and filed according to law, shall sign all certificates, notes, drafts, or bills of exchange, warrants or other orders for the payment of money duly drawn by the Treasurer, except as these By-Laws otherwise provide. The President shall enforce the By-Laws and perform all the duties incident to the position and office, and which are required by law.

<u>VICE-PRESIDENT:</u> During the absence and inability of the President to render and perform the duties, or exercise the powers, as set forth in these By-Laws, or in the laws under which the Club is organized, the same shall be performed and exercised by the Vice-President; and so acting, shall have all the powers, and be subject to all responsibilities, hereby given to, or imposed upon the President.

SECRETARY: The Secretary shall keep the minutes of the meetings of the Board of Directors and of the membership in appropriate books, be custodian of the records, and of the seal, and affix the latter when required. The Secretary shall present to the Board of Directors, at their stated meetings, all communications addressed to the office officially by the President or any officer or member of the Club. The Secretary shall attend to all correspondence, and perform all the duties incident to, the office of Secretary. During the absence and inability of the President or the Vice-President to render and perform their duties or exercise their powers as set forth in these By-Laws, the same shall be performed and exercised by the Secretary; and when so acting shall have all the powers and be subject to all the responsibilities hereby given to, or imposed upon, the President or Vice-President. The Secretary shall draft calls of meetings and be responsible for giving of notice thereof as required by these By-Laws.

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TREASURER: The Treasurer shall have the care and custody of and be responsible for the funds and securities of the Club and deposit all such funds in the name of the Club in such bank or banks, trust company or trust companies, or safe deposit vaults as the Board of Directors may designate. The Treasurer shall sign, make and endorse in the name of the GROTON SPORTSMEN'S CLUB, INCORPORATED, all checks, drafts, warrants and orders for the payment of money, and pay out and dispose of the same and receipt therefore, under the direction of the President and the Board of Directors. The Treasurer shall exhibit at all reasonable times, the books and accounts to any member of the Board of Directors or any member of the GROTON SPORTSMEN'S CLUB, INCORPORATED, at each regular meeting of the Board of Directors and of the membership, and at such other times as shall be required, and shall render a full financial report at the annual meeting of the members. The Treasurer shall keep at such place as the Board of Directors shall designate, correct books of account of all the business of the Club and its transactions and shall do and perform all duties pertaining to the office of Treasurer. Two signatures are required to withdraw funds from any accounts, the President or Vice-President and the Treasurer's.

**<u>FINANCIAL SECRETARY:</u>** The Financial Secretary shall collect and issue receipts for all moneys coming into the Club, shall turn all moneys over to the Treasurer or deposit directly to the General Fund of the Club and shall do and perform all duties pertaining to the office of Financial Secretary.

**MEMBERSHIP CHAIRMEN:** They shall keep the membership rolls in the manner prescribed by the Board of Directors so as to show at all times the names of the members, alphabetically arranged; their ages, their addresses, residences and date of joining the Club. They shall be responsible for the waiting list as directed by the Board of Directors. They shall collect all dues and issue membership cards. They shall be responsible for the mailing of the Annual Dues Notices. They shall maintain a list of trial members.

**Section 4. Vacancies, How Filled:** All vacancies in any office shall be filled by the membership, in the manner, and upon such notice, as herein before required in filling vacancies arising on the Board of Directors.

**Section 5. Removal of Officers:** The membership may remove any officers, by a three-fourths (3/4) vote, at any time with or without cause at a constituted meeting of the membership and upon the notice and in the manner provided herein before for the removal of members of the Board of Directors.

## ARTICLE V COMMITTEES

**Section 1. Nomination:** The President shall, on or before the date fixed for the next regular meeting following the annual meeting, nominate, from among the members of the Club entitled to vote, the chairmen and committeemen of the following standing committees, to serve for a term of one year:

- 1. Fish
- 2. Game
- 3. House (Stonington)
- 4. Sunshine
- 5. Field Day and Recreation
- 6. Grounds (Stonington)
- 7. Finance
- 8. North Stonington/Voluntown House and Grounds
- 9. Skeet/Sporting Clays
- 10. Legislative Action
- 11. Outdoor Range
- 12. Indoor Range
- 13. Kitchen Committee
- 14. Archery
- 15. Education/Instruction
- 16 Scholarship Committee
- 17 Work Hour Committee

**Section 2.** The President shall, at such time, nominate two delegates and two alternate delegates to the New London County League of Sportsmen's Clubs and the Connecticut Wildlife

Federation. The delegates of this Club shall have the power to vote for the Groton Sportsmen's Club, Inc., on all matters which pertain to, and are consistent with, the objectives and the established policies of this Club.

- **Section 3.** No one member shall be confirmed to serve as chairman of more than one (1) standing committee.
- **Section 4.** All members nominated by the President as delegates or members of the standing committees must be in good standing in the Club, and be confirmed by a majority of the members present and voting at such regular meeting.
- **Section 5.** All committee chairmen are required to operate within the budget for that fiscal year.
- **Section 6. Nominations Committee:** Prior to or at the Regular Meeting in May, the President shall appoint a Chairman for Nominations Committee for the purpose of developing a slate of Nominees for all Offices and Board of Directors for the next year. The Chairman of the Nominations Committee can add one or more members to the committee to aid in developing a slate of nominees and certify their eligibility for office for the up-coming year.

# ARTICLE VI QUALIFICATIONS FOR MEMBERSHIP CLASSIFICATIONS AND PRIVILEGES

**Section 1. Regular Members:** Regular members shall consist of those people over the age of eighteen (18) years of age who pay the required initiation fee and thereafter pay the required Club dues. They shall have all rights and privileges of the Club, including the right to vote and shall be considered members in good standing if they are without specific encumbrances resulting from Article XII actions. The regular membership total may be established by the majority of voting members present at each annual meeting. The minimum total number of members shall be 250. The membership cannot be raised at the annual meeting by more than 10% of the last approved membership number.

#### Chg 1 added

The maximum number of regular members may be exceeded to the extent that sons and daughters (birth, adopted and step children) of active or deceased members may become members at any time

**Section 2. Life Members:** A member who reaches the age of sixty-two (62) and has been a member for ten (10) or more consecutive years and is without specific encumbrances resulting from Article XII actions, shall be entitled to life membership. Life membership may also be awarded to any member for long and outstanding service to the Club. These memberships may be proposed to the Board of Directors by any member and voted upon at a meeting called for this purpose. Life Members shall have all rights and privileges of the Club including the right to vote.

All Life Members having meet the criterion set fourth in ARTICLE VI Section 2 and ARTICLE VII shall receive a prorated refund as per the following schedule:

Having meet criterion within the first month after the first Wednesday of July dues deadline will receive a 100% dues refund.

Having meet criterion within second and third month will receive a 75% dues refund. Having meet criterion within the fourth, fifth, and sixth month will receive a 50% dues refund. Having meet criterion within seventh, eight and ninth month will receive a 25% dues refund. All other Life Members must pay full dues amount.

**Section 3. Honorary Members:** Honorary members shall consist of those individuals deemed worthy and accepted by a majority vote of the members present at a Special Meeting called for that purpose. The length of this membership and specific rights and privileges accorded shall be stated in the motion of acceptance. Honorary members shall not be entitled to vote.

**Section 4.** All applications for membership in the Club shall be signed by the applicant and properly endorsed by two voting members in good standing.

**Section 5.** All proposed applications for membership shall be forwarded to the Club properly endorsed and shall be maintained on a waiting list. The method of maintaining the waiting list will be decided and voted on at any regular meeting (including the Annual Meeting) of the Club throughout the year.

When a person on the waiting list becomes eligible for membership, the person shall present and be accompanied by at least one sponsor, before the Board of Directors for an interview. The applicant shall be notified by mail of the time and place of the interview. The Board shall accept the application, dues and initiation fees at the interview and then the application shall be read to the Club at the next regular meeting and posted on the bulletin board.

The application will again be presented at a regular meeting and voted on for trial membership. A majority vote of voting members present shall be required for acceptance. By written request presented to the executive board a trial members suitability may be challenged at any time during this one (1) year period. At a subsequent meeting the trial membership may be terminated by a 2/3 majority of those voting at that meeting. Up on completion of the 1 year trial membership an applicant shall become a regular member.

All new members shall be made a member of a Club committee and be required to participate in Club/Committee Activities.

#### Change 1 added:

**Section 6.** Sons and daughters (birth, adopted and step children) of active or deceased members who are eligible and apply for membership may immediately embark on the membership process the first time they apply for membership. They will be offered an indoctrination meeting as soon as an agreeable date can be set. They will be read at the first available membership meeting, be posted, and be voted upon at the following regular membership meeting. They may be granted membership even if their membership puts the club regular membership over the maximum number set at the annual meeting.

# ARTICLE VII MEMBERSHIP DUES AND FEES

**Section 1.** Dues are due and payable on the first day of April. Any member failing to pay dues within sixty (60) days from this day shall be notified in writing at the member's last known address. If dues are not paid as of the first Wednesday in July, the member shall be terminated from membership. Failure to pay a valid assessment shall be deemed a failure to pay dues.

**Section 2.** An assessment against the membership of this Club, or a dues increase, may be initiated by passage of a motion proposing same at a regular club meeting. The President shall set a date for a regular or special meeting to be held not sooner than the next regular meeting after the passage of the proposal. The Secretary shall give notice of such meeting by mailing a copy of the proposed motion to each member's address as it appears on the membership rolls of the Club at least ten (10) days before the date of such meeting. A three-fourths (3/4) majority vote of the members present shall be required to pass or approve the motion to establish an assessment or dues increase against the entire membership.

#### Change 1 deleted

Section 3. Applications for membership from eligible children or stepchildren of members or deceased members will be accepted at any time.

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**Section 4. Prorated Dues:** The date a person is elected to membership, as defined in Article VI Section 5, shall establish the DUES amount required for the first year of membership as follows;

| July, August, September =     | 100% |
|-------------------------------|------|
| October, November, December = | 75%  |
| January, February, March =    | 50%  |
| April, May, June =            | 25%  |

This feature applies to the DUES only and all other assessments and fees will be paid in full.

**Section 5. Absentee Membership Status:** If a member is required to move from the area due to job reassignment, military duty, education purposes, etc. the member may petition the Club "in writing" to be placed on "Absentee Member Status" Furthermore: the Board of Directors is authorized to partition the club on behalf of members where extenuating circumstances may prohibit the members from doing so themselves. Such status shall reduce the member's privileges to that of an Honorary member. A annual fee of \$25 is required to maintain this status. Absentee status shall be maintained by remitting the appropriate fee annually thereafter. Any initiation fees or assessments shall fully apply during absentee membership. Requests for Absentee Membership may be granted by vote at any regular membership meeting by simple majority.

Upon resuming residence in the general area, the member must notify the Club "in writing" within 60 days, at which time the member will be restored to Regular Membership. At this time a prorated adjustment to annual dues will be issued, Payment is required prior to the 1st of the following month. Furthermore: the Board of Directors is authorized to petition the club on behalf of members where extenuating circumstances may prohibit the members from doing so themselves.

## ARTICLE VIII CLUB PROPERTY

**Section 1.** Club property shall be used for Club sponsored events only.

Exception (1): Section 1 may be waived for any Scouting, Youth Conservation Groups or Hunter Safety Instructions under the direct supervision of a member of the Groton Sportsmen's Club, Incorporated.

Exception (2): The Groton Junior Rifle Club shall have the use of Club property under the direct supervision of a member of the GROTON SPORTSMEN'S CLUB, INCORPORATED.

- **Section 2**. All members in good standing shall be entitled to make use of all the facilities of the Club unless otherwise restricted by a three-fourths (3/4) majority vote of the members of the Club entitled to vote at any meeting specially called for this purpose.
- **Section 3.** The Board of Directors may close any portion of the Club for safety reasons at any time not to exceed thirty (30) days.
- **Section 4. Disposition of Club Property:** Without the affirmative vote of at least three-fourths (3/4) of the members present at any meeting called for this purpose, the Club may not sell, mortgage, lease or otherwise dispose of or encumber any of its property other than surplus or obsolete property from any Club activity or project.

#### <u>ARTICLE IX FISCAL YEAR</u>

**Section 1.** The fiscal year shall start July 1 each year and end June 30th, the following year. The Club will operate during this time in accordance with a budget approved the July general membership meeting

## ARTICLE X EXPENDITURE OF CLUB FUNDS

**Section 1.** Any proposed expenditures not previously approved in the annual budget for that fiscal year shall be presented to the Board of Directors for review and voted upon at a special meeting called for that purpose..

### ARTICLE XI AMENDMENTS TO BY-LAWS

**Section 1.** These By-Laws may be amended at any time by a two-thirds (2/3) majority vote of the members present and voting at any meeting specially called for that purpose. No amendment shall be construed to have retroactive effect.

#### Change 2 added

Section 2. Proposed amendments to the By-Laws shall be detailed in a written notice and forwarded to the Club membership as required by Article II, Section 4 "Special Meetings". The notice shall delineate each of the specific proposed amendments. Only those portions of the By-Laws defined in the notice may be amended at the called Special Meeting.

# <u>ARTICLE XII JURISDICTION</u>

**Section 1**. Jurisdiction: The Club has penal jurisdiction for offenses committed on its property by any member.

**Section 2. Proceeding:** The Club has penal jurisdiction to receive and entertain proceedings against any member thereof. All charges, or accusations, against any Club member for any offense which, if proved may subject said member to expulsion or suspension from the rights and privileges of the Club, shall be in writing, specifying with reasonable certainty the nature of the offense, together with the facts and circumstances essential to constitute the same and time and place it was committed. This communication shall be presented to the Club President.

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+ **Section 3.** Procedure Upon Receipt of Charges: Upon receipt of the charges by the Club President, the President shall call a meeting of the Board of Directors, the substance of the same shall be entered upon its records and if the Board by a majority vote of its members present determines that the charges require an investigation, it shall order the accused to appear at a Board of Directors meeting to show cause, if any, why he or she should not be presented before the floor at a Special Meeting called for the purpose in the manner prescribed in Article II, Section 4, for trial upon the charges preferred against them.

**Section 4.** Procedure for Determining Punishment: If the Board of Directors by a majority vote agrees on the charges, the accused will be brought before the floor at a Special Meeting called for the purpose in the manner prescribed in Article II, Section 4. If the floor by a majority vote, adopts the findings of the Board of Directors, it shall proceed to determine by ballot the punishment to be inflicted. A three-fourths (3/4) vote of members present shall be necessary for expulsion or suspension/duration, a majority for reprimand or fine. A ballot shall be taken in the following order until the requisite number of votes be given to pass the sentence:

- A. Expulsion
- B. Suspension /duration
- C. Reprimand
- D. Fine

### ARTICLE XIII MEMBERSHIP WORK-HOURS

**Section 1.** In order to maintain membership in the Groton Sportsmen's Club, members must perform a prescribed number of service hours in the following manner;

- Committee functions or work parties
- General work parties or projects approved by either a Committee Chairman or the Board of Directors
- Committee Chairmen and Board of Directors shall be given credit for service hours based upon their administrative duties
- Special donations by members as approved by the Board of Directors
- General Membership Meetings shall count toward service requirements at a rate of ½ hour per meeting, with a total of 2 hours maximum credit per year.

**Section 2.** The following members shall be exempt from the requirements of this By-Law:

- Life Members
- Handicapped members or members suffering from severe illness. Work Hour relief requires the approval of the Board of Directors each work hour year.
- Members living "Out Of The Area" due to Military Duty, School Requirements or Job Assignments
- Absentee Members

All exemptions must be approved by the Board of Directors.

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**Section 3.** If a member does not complete the prescribed hours they may "Buy Out" the balance or the "Total" number of hours at the defined rate. The number of hours and dollar value shall be set at the Club's Annual Meeting.

**Section 4.** Members who fail to complete their hours prior to March 1<sup>st</sup> of each year shall have the dollar value of the remaining hours added to their Club Dues. Service hours shall be recorded from March 1, through the month of February.

**Section 5.** The hour requirements for New Members shall be pro-rated by monthly quarters.