

BY-LAWS OF THE  
BRANCH VALLEY FISH, GAME  
AND FORESTRY ASSOCIATION, INC.

PREAMBLE

I PLEDGE MYSELF AS AN AMERICAN TO FAITHFULLY SAVE AND DEFEND FROM WASTE, the natural resources of my country, its soil and minerals, its forests and wildlife, and its air and waters.

ARTICLE I

Name of Organization

SECTION I: This Association shall be known as the “BRANCH VALLEY FISH, GAME, AND FORESTRY ASSOCIATION, INC.”, and as a corporation has been incorporated as a non-profit organization under the laws of the Commonwealth of Pennsylvania.

ARTICLE II

Purpose of This Organization

SECTION I: This Association is organized for the following purposes:

- A. To promote better hunting, fishing, and fellowship among sportsmen.
  
- B. To secure adequate legislation for the conservation and protection of all forest, waters, wildlife, and other natural resources of state and union.
  
- C. To sponsor educational programs of firearms safety and sportsmanship, and to establish better relations with farmers and landowners.

ARTICLE III

SECTION I: This Association shall adopt Roberts Rules of Order as its Parliamentary Authority.

## ARTICLE IV

### Membership

SECTION 1: General Purpose of the Membership shall be to:

- A. Approve budget approved by finance committee. Approve additional expenses already approved by finance committee and BOD in accordance with ARTICLE XII, Section V that is exceeding \$2500.
- B. Approve all projects.
- C. Approve all agreements.
- D. Make final decision on regulations and activities.

SECTION II: The membership of this Association shall be open to any male or female person of good character and reputation.

SECTION III: The membership shall consist of four (4) classes described as follows:

Class 1: Adult membership to include men and women who are eighteen (18) years of age and older.

Class 2: Family memberships to include parents or legal guardians with all children through their seventeenth (17th) year and must be accompanied by an adult member until they have reached their sixteenth (16th) birthday and have satisfied the following:

1. Have signed a parental permission/disclaimer form that has been approved and maintained by the Board of Directors.
2. Be interviewed and approved by the membership committee.
3. Have a valid Hunter Education Certificate from any firearm and or Archery activity.

Note: This shall be consistent with current local, State and Federal laws as they pertain to Hunting and or Firearm possession.

Class 3: Junior membership to include male or female through their (17th) year or younger and must be accompanied by an adult member.

Class 4: Senior adult membership to include men and women sixty-five (65) years of age or older, whom have been members for five consecutive years.

Class 5 : Guest Pass: One per membership. Guests may be subject to background checks.

SECTION IV: Dues for each membership class shall be Determined by the Board of Directors.

Membership classes are obligated to buy or sell a minimum of two (2) Twelve Month Raffle Tickets or donate \$20.00 To The Club. The Two Raffle Tickets, or Donation, will be paid for at the time membership dues are paid.

The first three (3) months of membership for all new members shall be provisional during which time the applicant will be required to fulfill the following duties:

1. All new applicants for membership must be sponsored by an adult member, official, or director.
2. A background check will be completed for those not having a carry permit.
3. All applications for Junior memberships must contain age, date of birth, and be signed by a parent or guardian who shall be responsible for the acts and conduct of the Junior member.
4. Attend a pre-arranged meeting with a board member for orientation and documents
5. May not hold office.
6. May not vote in any general membership meeting or election.
7. Any new applicant not complying with (1.) above must be interviewed by the membership committee. Sponsored applicants will have priority over non-sponsored applicants.
8. Membership structure shall be reviewed once a year by the Board of Directors of Branch Valley Fish, Game & Forestry Association, Inc.
9. A review of BVFG dues structure and initiation fee will be performed as deemed necessary by the fluctuation of membership and fixed expenses by the Board of Directors.

SECTION V:

A. All membership periods shall be from January 1st to December 31st with all dues payable by December 31st for the year following. Applications for new membership will be prorated as follows:

January through June-----Full rate\*

July through September-----One half rate\*

October through December---Full rate\*

(To include the year following)

\*All initiation and ticket obligations remain the same.

B. Any member not having their dues paid by December 31 will be dropped from the rolls.

C. Any member who has been dropped from the rolls for non-payment of dues may be reinstated upon payment of current dues, plus a \$50.00 reinstatement fee. After one month any delinquent applying for renewed membership shall be required to fulfill the obligations as any new applicant for new membership, including the payment of the initiation fee and going to the end of the waiting list..

D.

Membership dues will be payable in a manner set by the Financial Secretary Officer.

E. The membership rolls will have a capacity recommended by the Board of Directors and voted on for approval by the general membership.

SECTION VI: Any member in good standing who enters the military service of the United States for active duty, where he is forced to leave the area shall not be required to pay dues until the renewal period following his discharge.

## ARTICLE V

### Meetings

SECTION I: The regular meeting date of the Association shall be the first (1st) Tuesday of the month, except when this day is a legal holiday or for any other valid reason.

SECTION II: Notice of a change of meeting date shall be decided at the previous monthly meeting, and shall be published in the monthly bulletin, except in the case of a special meeting.

SECTION III: Fifteen (15) members must be present at a regular Association meeting to constitute a quorum. In the event there are not fifteen (15) members present, the presiding officer may hold an informal meeting in which no final decision may be made until the next meeting when there is a quorum.

## ARTICLE VI

### Privileges & Obligations of Membership

#### SECTION I: Privileges of Members

A. All adult members shall be eligible to receive an access card, as will junior members who meet the criteria of Article IV, Section III, Class 2. This card is to remain in the possession of the member at all times, and is not to be given to a non-member.

B. Members are entitled to the use of Association facilities-subject to the rules and regulations. The rules and regulations shall be posted clearly at each facility, whether it be indoors or outdoors.

C. Only adult members shall have voting privileges.

D. Adult members shall be eligible to serve on any committee.

E. Adult members may bring guests; however, these guests must sign the guest book and are not permitted to use any of the Association's facilities. These non-participant's visits shall be limited to two (2) visits. This does not apply to valid guests using a Guest Pass.

## SECTION I: Obligations of Members

- A. To attend meetings regularly and show faith and loyalty to the Association.
- B. To accept appointment to committees, nominations to offices, and carry out these responsibilities.
- C. To participate in the Association's activities and help the welfare and growth of the Association in any way.
- D. To accept the decision of the majority, to show and promote good sportsmanship and fellowship.
- E. To become familiar with all the Association's proceedings and purposes.
- F. To obey all rules, regulations, and the By-Laws of the Association, and to report to the officers any violations of same. A member (Non Officer/Director) is not to be confrontational with another member.

## SECTION II: Penalties

- A. Any member of the Association may be dismissed for a violation of the rules and regulations, misconduct, or conviction of any misdemeanor or felony by local, state, or federal authorities, at the discretion of the Board of Directors.
- B. All charges must be signed and presented to the Board of Directors, who shall present the same to the accused and allow him thirty (30) days to prepare a defense. If charges are held to be substantiated, the accused may be dismissed by a two-thirds ( $2/3$ ) vote of the Board of Directors.

## ARTICLE VII

### Officers

SECTION I: The officers of the Association shall be:

- A. President
- B. Vice President
- C. Recording Secretary
- D. Financial Secretary
- E. Treasurer

## ARTICLE VIII

### Duties of Officers

SECTION I: The general responsibilities of the five (5) officers listed in Article VII shall be to carry out the established rules and regulations and activities as adopted by the club membership and those set forth in the by-laws.

SECTION II: President

A. The President shall preside at all regular and special meetings, and conduct such meetings according to proper parliamentary procedure and maintain order.

B. The President shall appoint all committees and be a member ex-officio of all committees except the auditing and nominating committees.

C. He shall have the power to call any special meeting after proper notification of all members, at least five (5) days in advance. This meeting shall be confined to the business called for.

D. He shall countersign all expenditures in addition to the Treasurer.

SECTION III: Vice-President

The Vice-President shall serve as an assistant to the President, and shall share duties and responsibilities.

He shall assume the duties of the President in his absence.

He shall oversee and take care of the clubhouse schedule, and activities.

#### SECTION IV: Recording Secretary

- A. The Recording Secretary shall keep the records of all regular and special meetings.
- B. He shall correspond and answer all correspondence.

#### SECTION V: Financial Secretary

- A. The Financial Secretary shall keep records of all applications and addresses of all members of the Association.
- B. The Financial Secretary shall be responsible to provide the newsletter editors with an up-to-date address list of all current members each month and announce the new members at each meeting and the dues notices each year.
- C. He shall transfer all monies received to the Treasurer.
- D. He shall be entitled to two (2) assistants appointed by the President, upon the recommendation of the Membership Officer.

#### SECTION VI: Treasurer

- A. The Treasurer shall keep a true and accurate record of all monies received and earned by all fund raisers by all committees in the club checking account. He shall at all times know how much money has been raised by each committee and what its intended purpose is. There may not be any money kept in any other account or accounts other than the accounts handled by the Treasurer and co-signed by the President unless approved by the Board of Directors and/or the general membership.
- B. He shall report all bills received and forward payment of same upon proper authorization.

SECTION VII: The books and records of the Financial Secretary, Recording Secretary and the Treasurer, shall remain the property of the Association.

ARTICLE IX  
Board of Directors

SECTION I: The Board of Directors shall consist of:

A. 1. Chairman of the Board

2. Recording Secretary

3. Five (5) Directors

B. All seven (7) Directors shall be adult and/or senior members. These Directors shall be nominated and elected at regular nomination and election dates.

C. Five (5) members of the Board shall constitute a quorum to conduct the official business of the Association. In the event there are not five (5) Directors present, the presiding officers may hold an informal meeting in which no final decisions may be made until the next meeting when there is a quorum. All votes shall be in person at a Board meeting after discussion. (Exception: Any decision outside of the Board room should be emergency in nature and shall be unanimous. Any Board member may object, requiring discussion at a Board meeting)

SECTION II: The general responsibilities of the Directors shall be:

A. Review proposals and present them to the general membership with recommendations.

B. The Board of Directors shall be responsible for the enforcement of all rules and regulations and shall hear and pass on all charges of any nature, and be responsible for the review of all by-laws yearly.

D. Directors shall be elected for a term of three (3) years, provided, that not more than three (3) Directors be elected in any one year.

E. The Board shall select one (1) member to serve as Chairman, and one (1) member to serve as Secretary, each year at the January meeting and report those names to the general membership meeting.

F. The board may approve expenses less of \$2500 or less.

G The Chairman shall call and conduct the Board meetings which are to be held on the last Tuesday of each month and to report to the Association any improvements, changes, or proceedings necessary for the welfare of the Association.

H. Any Directors absent from (3) consecutive board meeting, except for a valid reason, shall be dismissed, and the office declared vacant.

I. They shall see that all committees' function properly and there is no neglect of duties.

J. The Directors shall appoint a nomination committee at the August meeting and report the names of this committee to the Association.

K The Directors shall audit the books of the Financial Secretary and the Treasurer during the month of December and report the findings of the audit at the January meeting.

L. Vacancies in the elective offices shall be filled by the Board of Directors for the balance of the unexpired term of the office in which the vacancy exists.

ARTICLE X  
Nominations and Elections

A. The nominating committee will be responsible to assure that there is at least one (1) candidate for each office. The committee shall not canvas members to challenge the incumbent officer or directors. The incumbent officer or director will always have the option of being that candidate. All nominations for the office of director must be made for a specific seat on the board. The nominating committee will report names of all candidates for office at the September, October, and November meetings.

B. Nominations will also be accepted from the floor at the September, October and November meetings.

C. All nominations may be made only with the consent of the person concerned.

D. Voting and elections of candidates for office shall be held at the December meeting.

Nominations will not be accepted from the floor at the December meeting.

E. Installation of officers shall be held in January at the beginning of the meeting.

ARTICLE XI  
Standing Committees

SECTION 1: There shall be the following committees known as the Standing Committees.

A. Archery Committee

B. Educational Committee

C. Clubhouse Committee

D. Fish Committee

E. Grounds Committee

F. Pistol Committee

G. Junior Rifle Committee

H. Kitchen Committee

- I. Legislative Committee
- J. Membership Committee (All Officers and Directors)
- K. Newsletter, Publicity, and Promotions Committee
- L. Outdoor Range Committee
- M. Shotgun Committee
- N. Finance Committee

SECTION II: The President shall appoint and/or accept nominations and volunteers for members of these committees, and the members shall select the chairmen for each committee.

## ARTICLE XII Duties of Standing Committees

SECTION I: The Archery Committee shall be responsible for their sporting events, competitions, monthly reports, and maintenance of equipment and range.

SECTION II: The Educational committee shall find, develop, and teach or find teachers for all related subjects to club members and non-members.

SECTION III: The Clubhouse Committee is chaired by the Vice-President and shall report all scheduled activities and their dates, report income and expenses, and maintenance problems encountered by the consistent use of the building.

SECTION IV: The Fish committee shall manage the Association's ponds, set the seasons and limits and all regulations.

SECTION V: The Grounds committee shall be responsible for the maintenance of the grounds and reporting the condition of the grounds at the monthly meetings.

SECTION VI: The pistol committee shall be responsible for their sporting events, competitions, monthly reports, financial standing and cooperate with the Junior Rifle and other committees in maintaining the indoor range. The committee shall conspicuously post all regulations concerning the indoor shooting range.

SECTION VI: The Junior Rifle committee shall be responsible for their sporting events, competition, monthly reports, financial standing and cooperation with Pistol committee in maintaining indoor range.

SECTION VII: The Kitchen committee shall have charge of the kitchen and the preparation of refreshments.

SECTION VIII: The Legislative committee shall have one (1) representative and (1) assistant as members of the club. One or the other shall report back to the club any information about legislation concerning State Fish, Game, Gun Control Laws and advise club members of their immediate and long- term effects and how we should act toward such legislation. This committee shall also keep the club informed of the Federal and N.R.A. legislative activities.

SECTION XIX: The Membership committee shall be composed of all Officers and Directors and shall review and approve or reject applications for membership

SECTION XX: The Newsletter committee shall cooperate with the Board of Directors, the Recording Secretary and the President in obtaining all necessary information to promote and advertise the club activities in our own newsletter and also the local media. They shall handle the sale of club hats, sleeve patches, informational pamphlets, or any other promotional items the club decides to sell.

SECTION XXI: The Rifle/Range committee shall be responsible for their sporting events, competitions, monthly reports, financial standing and maintain range equipment.

SECTION XXII: The Shotgun committee will be responsible for their sporting events, competitions, monthly reports and financial standing, and maintaining range equipment.

SECTION XXIII: The Finance committee

A. The Finance committee shall consist of five (5) members, and will include the President and Treasurer. The President shall appoint the three (3) remaining members, which may include one (1) Director. The Treasurer shall be the Chairman of the Finance committee.

B. The Finance committee shall submit an annual budget on or about March 1, of each calendar year. All monies over and above the allotted budget must be approved by the Finance committee and the Board of Directors.

ARTICLE XIII  
Amendments to the By-Laws

SECTION I: The By-Laws of the Association may be amended at any regular meeting of the Association by a majority vote of the members present, providing a notice of proposed change has been read at two (2) previous regular monthly meetings, and also published in the monthly bulletin.

SECTION II: The adoption of a new By-Law must require a two-thirds (2/3) vote of members present at a regular monthly Association meeting after a reading of the proposed By-Law at the previous meeting, and also published in the monthly bulletin.

ARTICLE XIV  
Sale of Dissolution of Branch Valley Fish, Game & Forestry

SECTION I: BE it understood by all members of Branch Valley Fish, Game & Forestry Association, Inc., that said organization is a non-profit organization. Consequently, in compliance with Law 583A, passed 1979 (Appointment of Beneficiary for Non-Profit Charters), no profits from the operation or sale of this Associations property shall ever be distributed among the members for personal profit or gain.

SECTION II: Procedures for sale and/or dissolution

A. The membership of the Association must be notified by newsletter for two (2) months prior to the vote at a regular meeting. Dissolution must then be decided by a two-thirds (2/3) majority vote at the following regular meeting.

B. If the members of the Association shall decide to sell the property of the Association and dissolve the organization so it shall no longer exist, then the monies derived from such sale shall be used to pay all debts that may be outstanding and any remaining monies must be distributed to other non-profit organizations as qualified under Section 57 of the Internal Revenue Code that may be chosen by the Association's members at a regular meeting by a majority.

C. If a sale of the Association's property as located at 1000 North Ridge Road cannot be consummated to the satisfaction of the Association's members and any interested buyers, then, the property shall be offered to the Township of East Rockhill to be used as an open space to the interest of the general public in the form of a municipal park or some similar use. The offer to East Rockhill Township shall be as a gift with no charge

Board of Directors - Robert Gular, Timothy Freed, Paul Schwartz, Earl Yocum, Steve Hoelzle, Jim DiSante, Chris Seitz

# BY-LAWS Of



Revised "2016"