

**The Lowell Sportsmen's Club, Incorporated
Post Office Box 102
Lowell, Massachusetts 01853**

Bylaws

History

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Bylaws of The Lowell Sportsmen's Club, Incorporated

Article I – Name and Purpose

1. This organization shall be known as the Lowell Sportsmen's Club, Inc. (hereinafter called "the Club" or "LSC").
2. The purpose of the Club shall be to promote all lawful sports with rod, gun and bow; to uphold the laws for the protection and propagation of fish and game; and to support such legislation as may be needed.
3. The fiscal year of the corporation shall run from January 1 through December 31.
4. The corporate seal shall be in such a manner and form, as the Board of Directors shall determine.

Article II – Membership

1. Any person 18 years of age or older may become a member of the Lowell Sportsman's Club, Inc., without regard to sex, race, creed, national origin, residence or citizenship. Rights and privileges of the Club are to be enjoyed by all members, including the use and transportation of firearms onto Club property. At all times, members must demonstrate the responsible and legal use of sporting equipment such as firearms, fishing gear, sling shots, bow and arrow and etc. on Club grounds. Members must comply with the laws and regulations of the federal, state and local governments and with the range safety rules established by the Club. All Club rules and regulations shall comply with applicable federal, state and local rules and regulations. All firearm activities are to be carried out with the utmost respect for safety of members and the general public.
2. Club members shall be all persons holding a current membership card. Club members must wear membership cards while on Club property.
3. A membership can not be transferred to another person nor sold or conveyed through any transaction including inheritance. Membership and all rights thereto ends on discharge defined in these Bylaws.
4. A member in good standing is a member whose dues and assessments, as appropriate, are paid and is not subject to any disciplinary proceedings as defined in the Club Bylaws.
5. Types and Rights of Members
 - a. A General Member is an individual who has been initiated into the Club, and is paying dues toward the operation of the Club. A General Member has the right to vote and fully participate in the governance of the Club with other General Members. All General Members have an equal right to vote; serve on committees; and serve on the Board of Directors as officers of the board, if duly elected, after serving on a standing committee for at least one year. General Members may also bring guests into the Club and are responsible for the actions of those guests.
 - b. A Life Member is an individual who has paid dues to the Club as a General Member for ten years and who has reached the age of 65. Life Member's dues rate will be set to a reduced rate by the Board of Directors but retain all the rights and privileges of General Members. Life Members, who became a member prior to January 1, 2015, are excused from paying further dues to the Club, but retain all the rights and privileges of General Members.
 - c. The Lowell Sportsmen's Club wants to encourage youth to enjoy sporting activities. Junior Memberships (ages 12-17) are available to the family of any member in good standing. This membership ensures the use of club facilities and participation in club sanctioned activities but does not include general voting privileges. Junior members are encouraged to participate on all committees and to form a Junior members committee. The Board of Directors will support the Junior members and activities the committee wish to plan. The President may appoint a non-voting seat on the Board of Directors. Junior members must be accompanied by an adult club member at all times, both on Lowell Sportsmen's Club property, as well as at other clubs when participating as a member of a team sponsored by the Lowell Sportsmen's Club. If a Junior member is not sponsored by a parent, the parent or guardian must also sign the membership application. All actions of Junior members are the responsibility of the accompanying adult member. There is no limit to the number of Junior memberships one regular member may sponsor. The Board of Directors will set the annual membership fee for the following year at its September meeting subject to ratification at the October membership meeting. When a Junior member turns 18 years old, their membership fee will be adjusted to the general membership rate when they renew

6. Joining the Club

- a. Any person who desires membership in the Lowell Sportsmen's Club must complete a written application for membership.
- b. The application for membership must be submitted with a payment of application fee (if applicable), initiation fee and one year's membership dues. If membership is denied, the initiation fee and dues will be returned to the applicant. All applications are Club property. The membership committee will review the application and a first reading will be given at the next meeting of the general membership. If the application is acceptable, the applicant will then be invited to the next general meeting for a second reading. Prior to the second reading, the applicant must attend an Orientation training session. At the next general meeting members will vote on accepting the application. After being voted in as a member the applicant becomes a General Member.
- c. The Club Bylaws, Standard Operating Procedures, Range Rules, all special rules of order, and any other rules pertaining to the operation and administration of the Club will be available to all members. When changes are made to the Club Bylaws and/or Club Rules etc., in accordance with established procedures, a copy of that change will be made available to all Club members. Members are strictly forbidden from using the information for any commercial or non-Club related purposes; or from providing the information to non-Club members without express permission from the Board of Directors.

7. Responsibilities of Members

- a. The Lowell Sportsman's Club is an organization, which promotes good sportsmanship. Members must behave as good sportsmen at all times, showing courtesy, and respect towards other members and their guests. A member is responsible for his/her guests' safety and conduct, and must not bring guests of a number or nature that will detract from the safety or enjoyment of the other members.
- b. All members are required to provide the Membership Secretary with the following information: name, mailing address, E-mail address (if applicable), date of birth, occupation, telephone number, emergency contact and their telephone number. This information must be updated for the records of the Membership Secretary whenever a change takes place; i.e., a member moves.
- c. All members must accept and support these Club Bylaws, and the Articles of Incorporation of the Lowell Sportsmen's Club, Inc.
- d. Each new member must donate four hours of work to the Club during the first year of membership or make a defined payment. (Refer to Article V, Section 5 for additional information.)
- e. To prevent a conflict of interest, a member must abstain from voting on any motion involving a company or corporation by which that member or any member of the member's immediate family is employed or stands to make a financial gain from the motion. (Immediate family is defined as spouse, children, siblings, parents and in-laws.) This section does not prohibit members from making motions and discussing motions as long as they make their relationship to the company or corporation known.
- f. No member of the Lowell Sportsmen's Club may use any Club property or facilities for personal financial gain, without the express permission of the Board of Directors and a vote of the general membership. If permission to use Club property is given, the member making the request must pay a fair market fee to the Club for the use of Club property as determined by the Board of Directors.
- g. A member may be hired by the Club to perform a specific function for which that member, or his/her business, will be reimbursed. The Club may purchase anything it feels is necessary from a member or a member's business.

Article III - Officers and Board of Directors

1. The elected officers shall consist of eleven members called the Board of Directors. The Board of Directors serve for the benefit of, and at the discretion of, the members. The Board shall consist of six *titled* officers and 5 *at large* members (as listed in order of command): President; Vice President; Treasurer, Membership Secretary; Recording Secretary (includes correspondence); Communications Secretary, and five at large Board Members.
2. Any General Member may run for a titled office after serving on a standing committee for at least one year.
3. Members of the Board of Directors are elected for a term of three (3) years in a staggered manner. The election schedule must be such that a majority number of board members cannot be taken in a single election. The

staggered election schedule is as follows: (1st year) President, Recording Secretary, and at large Board members 1 and 4; (2nd year) Treasurer, Communications Secretary, and at large Board members 2 and 5; and (3rd year) Vice President, Membership Secretary, and at large Board member #3.

4. The Board of Directors is elected to manage the business and property of the Club. The Board of Directors shall be governed by the actions prescribed by the membership at general and special membership meetings; input from the Financial, Facilities, and Long Range Planning Committees, the Articles of Incorporation; and these Bylaws for the best interest of the membership.
5. *The Treasurer must have a fiduciary performance bond to cover the faithful performance of his/her duties. The Club will pay for this bond.*
6. No elected Board member may hold a position on the Nominating Committee and no member of the Nominating Committee may be nominated for the Board of Directors.
7. The six titled officers may receive an annual remuneration if voted by the membership.
8. It shall be the duty of the Board of Directors to:
 - a. Have full fiduciary responsibility to the membership for the Club and all property belonging to the Club.
 - b. Be fair and impartial in all his/her duties.
 - c. Meet with the Finance Committee to determine the annual budget.
 - d. Have full responsibility for the operation of the ranges, and meet regularly with the committee chairmen from the various shooting disciplines.
 - e. Be the law enforcement body of the Club and to that effect have the power to suspend or expel members as provided in these Bylaws.
 - f. Keep the property of the Club in good repair through the Facilities Committee, and have authority for single expenditures without vote of the Club provided the expenditures are covered by the operating budget and are consistent with the intent of the budget. Where not herein provided to the contrary, shall have full charge of all matters pertaining to the Club.
 - g. Review proposed bylaws and amendments as drafted by the Bylaws Committee, consider the impact of the proposals on the welfare of the Club, and report its recommendations to the membership at the membership meetings at which the said proposed amendments are to be voted upon.
9. Resignation and Removal
 - a. Any officer or member of the board may resign by delivering a written resignation to the president or recorder. Such resignation shall be effective upon receipt unless it is specified to be effective at some later time.
 - b. The removal of an officer or director is a two step process:
 - i. A vote of no-confidence at a regular meeting must be passed by a two-thirds majority. This vote may be taken at any membership meeting.
 - ii. After a no-confidence vote, all members are notified in writing at least ten days prior to special meeting for a vote to remove the officer. The vote requires a two-thirds majority to remove the officer. The officer may appeal the outcome of the vote to the Hearing Board (See Article VII).
 - c. If a Board member misses three consecutive regular monthly meetings or resigns, that member must be replaced by a vote of the membership at a special or regular meeting for that purpose. If the intent to replace said Board member is advertised in advance, the vote may be held at a regularly stated Club meeting.
 - d. All Club books, records, computer files, money and other valuables must be turned over by each outgoing officer to his or her successor at the time of the election or within 60 days thereafter. A meeting between outgoing and incoming officers will take place within 60 days thereafter. All Club records must stay on Club property whenever possible. An area must be set aside, somewhere on Club property, to store duplicates of Club records, as well as an archive area for all pictures, awards, historical documents, etc. to help preserve the history of the Club.

President

It shall be the duty of the President to:

1. Be responsible for the general supervision of the affairs of the Club.
2. Appoint all special committees as authorized by the Board of Directors or by vote of the membership.
3. Supervise the activities of all officers and committees and see that they function properly.
4. Preside over Board of Directors' meetings, General, and Special membership meetings. The President shall be ex officio member of all committees (with the exception of the nominating and auditing committees), without voting privileges.
5. Make a written report of the state of the Club to be presented at the November meeting.
6. Co-sign all contractual obligations in excess of \$500.00
7. Exercise signing authority, along with the Vice President and Treasurer, on any note or debt instrument the membership has approved.
8. *May appoint up to two associate and one junior non-voting members to the Board of Directors.*

Vice President

It shall be the duty of the Vice President to:

1. Assist the President in discharging his/her duties and to officiate if the President is absent.
2. Chair the Grievance and Finance Committees.
3. Be ex officio member of all other committees (with the exception of the Nominating and the Finance and Audit Committees) without voting privileges.
4. Exercise signing authority, along with the President and Treasurer, on any note or debt instrument the membership has approved.

Treasurer

It shall be the duty of the Treasurer to:

1. Handle all financial transactions of the Club.
2. Collect all moneys due the Club.
3. *Notify Membership Secretary when all dues/application fees are paid*
4. Keep all funds of the Club in an insured institute approved by the Board of Directors.
5. Pay all the Club's bills, when approved by vote of the membership. Items that are in a budget ratified by the membership do not need further votes of the membership.
6. Be the sole issuer of purchase orders for the acquisition of materials, supplies, services or property.
7. Exercise signing authority, along with the President and Vice President, on any note or debt instrument the membership has approved.
8. Prepare a report of all receipts and expenditures for every Club meeting, and submit a written report for inclusion in the Club archives annually.
9. Maintain accurate accounting records of all Club financial business. All records required for tax purposes will be kept for a period of seven years. All records must be audited by the finance committee and closed by December 31st of each year.

Membership Secretary

It shall be the duty of the Membership Secretary to:

1. *Send appropriate dues bills to each member at the beginning of the fiscal year and second notices to all unpaid members on February 1st.*
2. Present a monthly report to the Board of Directors containing the amount of dues collected and a list of unpaid members.

3. Maintain membership account books, files, and computer databases in good order and up to date. These records may be audited at any time during the year, with reasonable notice.
4. Provide two copies of a complete membership report at the annual meeting.
5. *Maintain membership database showing member's name, mailing address, date of birth, occupation, telephone/cell number, email address and other appropriate data. Club database cannot be used for personal gain or provided in any way to any non-member of the Club.*
6. Chair the Membership Committee and keep all membership applications submitted to the Club. These applications must be archived in a safe place on Club property or in a secure, off-site facility selected by the Club for storage of Club documentation and files.
7. Maintain a record of all first and second readings of each new member and list them on the applications by date.

Recording Secretary (Correspondence)

It shall be the duty of the Recording Secretary to:

1. Have custody of all records of the Club and shall keep true and accurate minutes of Board of Directors, General and Special membership meetings.
2. Receive and read all communications, documents and reports, then promptly forward all communication to the proper parties within the Club.
3. Handle all official correspondence of the Club with direction from the Board of Directors.
4. Assist the President in preparing the agenda for meetings.
5. Maintain a log/folder of all scheduled events and the postings thereof at the Clubhouse.
6. Notify all members of any special membership meetings.
7. Maintain copies of all records on Club property (or authorized off-site storage locations), and make them available for any member who wishes to peruse all or any portion of those records. The request to check any record must be made one week in advance.
8. Publish and maintain the Club Bylaws and Rules of the Club; maintain the Master Copy of these Bylaws and Club Rules with changes and amendments posted to each page. The Master Copy of the Club Bylaws and Club Rules will be the official reference when questions arise at Club and Board of Directors meetings.
9. Provide changes to the Club Bylaws, Club Rules, etc. to Club members.
10. Furnish all necessary organizational stationary and addressed envelopes for all Club approved mailings to the membership.

Communications Secretary (Publicity)

It shall be the duty of the Communications Secretary to:

1. Prepare a minimum of six newsletters per year - on at least a bi-monthly basis.
2. Insure all newsletter content is legal and does not conflict with the Club's purpose.
3. Obtain articles, handle advertising and select all necessary or desirable content for the newsletter; and act as publicity chairperson.
4. Chair the Communications Committee, consisting of three non-Board members, to review all articles, letters, and ads for compliance with the Communications Committee purpose.
5. Provide at least two weeks notice to the membership of each newsletter printing deadline to allow them sufficient time to submit content for approval.
6. List all officers and committee chairpersons on each newsletter - including names, telephone numbers and email addresses.
7. Send notice to each member of the time and date of all meetings that require notification with details of the business to be taken under consideration or acted upon.

Article IV – Standing Committees

The chairperson of each standing committee should have expertise in the area for which the committee is formed, whenever possible. Unless otherwise specified, the Chairpersons will be recommended by the Board of Directors and ratified at a General Membership meeting by a vote of the membership. At that time, nominations from the floor will also be accepted for chairpersons.

As a general guideline, committees shall be composed of a chairperson and four other members. Their responsibilities are to maintain order and coordination in their respective area of Club activities. *All committee chairs, or delegates, are expected to attend the regular general meeting to report on committee activities.*

The time and location of Standing Committee meetings shall be posted or otherwise made available to members.

One year of service on a standing committee (other than the Nominating Committee) shall qualify a member to run for titled office. The Standing Committees are:

1. Planning Committee
2. Finance and Audit Committee
3. Facilities Committee
4. Nominating and Election Committee
5. Trap and Skeet Committee
6. Fish, Game and Archery Committee
7. Pistol Range Committee
8. *Big Bore Range Committee*
9. Grievance Action Committee
10. Membership Committee
11. Communications Committee
12. Web Site Committee
13. Lead Stewardship Committee
14. Bylaws Committee
15. Training Committee

The Planning Committee

It shall be the responsibility of the Planning Committee to draft and prioritize the Long Range Plan (the “Plan”) for the Club, as well as coordinate its review and presentation.

The Long Range Plan is a living document detailing the actions that are required as the Club moves into the future. As changes in Club situations occur, the plan shall be updated accordingly.

The scope of the Plan may address all aspects of Club operations (including but not limited to facilities, real estate, membership, management, assets, community interface, goals and objectives), to determine the best path forward for the Club over the next 5 years. The committee may meet with other standing committees and/or the Board of Directors to solicit input into the Plan.

The updated Plan shall be ratified in principle by the membership each year. A ratified Plan does not bypass other required votes under these Bylaws (i.e. large expenditure approval vote).

The Finance and Audit Committee

The Finance Committee shall be composed of the Vice President, who is the chairperson, and at least four members selected by the Vice President.

No member or committee of the Club shall be authorized to submit or divulge any financial information to any outside person or agency unless the Finance Committee first sanctions it.

It shall be the responsibility of the Finance and Audit Committee to:

1. Audit all of the Club financial records. A written report will be submitted at the annual meeting. In lieu of an audit by the committee, a certified public accountant may audit all the Club's books.
2. Review an annual inventory and audit of all fixed assets of the Club.
3. Prepare an annual budget after consultation with ruling committees of the Club and joint review with the Board of Directors, to be delivered for approval at the November meeting of the Club.

4. Make recommendations for any special assessments to be levied for the good of the Club.
5. Maintain a calendar of all financial reporting requirements in order to prevent omission or delinquent reporting.
6. *Have the authority to request and receive at reasonable time any books, accounts or reports necessary for the performance of their duties under this article and shall have authority to summon the Treasurer to appear before them as necessary to determine the financial condition of the Club.*
7. Validate and sanction all requests for financial information from members or committees to be divulged to non-members or agencies.

The Facilities Committee

The purpose of the Facilities Committee is to ensure the upkeep of the Club's buildings and equipment, subject to appropriation, and to establish the rules for their use. The chairman of the Facilities Committee will be the Caretaker.

It shall be the responsibility of the Facilities Committee to:

1. Periodically clean, inspect and maintain the ranges, yard, Clubhouse, parking area, caretakers' house, and all related equipment.
2. Establish rules covering the availability and use of the above facilities and services, and to post these rules in conspicuous places about the Clubhouse, grounds, and on the Club's web site.
3. Organize and lead work parties to carry out those maintenance tasks requiring large amounts of labor.
4. *Conduct an inventory each year.* The inventory shall be a list of all assets of the Club, the assets estimated value, serial number where applicable. Once complete this list will become a check-off list. The inventory will be shared with the other standing committees so that lost, damaged or stolen items may be replaced or repaired. Updated copies of all inventories must be kept on Club property or an authorized off site storage facility.
5. Coordinate the uses of Club facilities for non-related Club activities and maintain a detailed set of procedures for such activities as approved by the membership.
6. Verify whether or not a permit (of any kind) is needed for whatever function is planned.

The Nominating and Election Committee

The Nominating Committee will consist of the chairperson and four members chosen by the chairperson, subject to approval by a general membership vote. This committee must be assembled prior to the regular May general membership meeting each year.

No elected Board member may hold a position on the Nominating Committee. The members of the Nominating Committee cannot run for any office, other than chairperson of this committee. Members of the Nominating Committee may not be nominated to hold any office for the ensuing year.

It shall be the responsibility of the Nominating Committee to select and present to the members, at the regular October and November meetings, a slate of members chosen as candidates for the offices of President, Vice President, Recording Secretary, Treasurer, Membership Secretary, Communications Secretary and five at-large candidates for the Board of Directors. All candidates shall declare the intent to run at the November meeting or earlier. Nothing in this section shall impair the right of members to make nominations from the floor at the November meeting of the Club.

The election process shall follow the following procedure:

1. The Nominating Committee shall review the criteria described in the Club Bylaws pertaining to the function and duties of each officer and prepare a ballot prior to the December meeting. The Nominating Committee becomes the Election Committee to conduct the yearly election.
2. The first order of business at the December meeting after the meeting is called to order, will be to have an election of officers, with the Nominating committee acting as tellers. These five members will count the votes and report the results to the membership. They will then ask someone to volunteer from the membership to step forward and administer the following oath of office to the newly elected officers.

Oath of Office

To the members:

Members of the Lowell Sportsmen's Club: These are the members you have elected. If any member has any valid objection to the installation of these officers, let that member speak now.

To those elected:

- You will raise your right hand and repeat after me:
- I do solemnly promise that I will attend the meetings of the Lowell Sportsmen's Club.
- I will perform, to the best of my ability, the duties of the office to which I have been elected.
- I promise to guard all property placed in my charge.
- At the expiration of my term of office, I shall turn all such property over to my successor.
- I shall do all in my power to promote the welfare of the Lowell Sportsmen's Club and its members.
- I shall promise to abide by the bylaws and all rules and regulations of the Lowell Sportsmen's Club.

The Membership Committee

This committee shall be responsible for the processing of applications for membership in accordance with procedures approved by these Bylaws. It shall develop and/or recommend changes in application forms and processing procedures, when necessary and then present these changes to the membership, which will require a 2/3 vote of the membership to be adopted. All application processing procedures, dues rates, fee and work requirements will be printed on the application forms.

This Committee may form other committees as the need arises.

The Communications Committee

It shall be the responsibility of the Communications Committee to:

1. Review all newsletter content and public communications to insure the Club's interests are upheld and to avoid conflicts with the Club's purpose.
2. Maintain a newsletter that is informative to the members.
3. Accept advertisements from legitimate businesses, determine it's suitability for the newsletter, and (if necessary) work with the business to make any modifications needed.
4. Determine the policies for payment and placement of advertisements; and insuring that promoted businesses are legal. Avoid printing of political advertisements.
5. Provide accurate information on legislation, laws, and legislative votes on bills as pertinent to the Club's purpose.

Anyone owning a business may purchase ad space. The Communications Committee will determine the policies for payment and placement of these ads so long as the business is legal and does not conflict with the Club's purpose.

The Bylaws Committee

The committee will present any proposed bylaw changes, additions or adjustments to the Board of Directors. These proposals must be presented to the general membership in the manner prescribed. Refer to Article VIII for the Amendment process.. The Club Bylaws is a "living document."

The Grievance Action Committee (Hearing Board)

The Grievance Action Committee, chaired by the Vice-President, will consist of five members selected by the Board of Directors, subject to approval by a general membership vote. At least one of the members must be a certified NRA Range Safety Officer. This committee shall act as a Hearing Board for all grievances within the Club.

It shall be the responsibility of the Grievance Action Committee to:

1. Deal with all complaints within the Club made by a member (or members) against another member (or members).
2. Deal with all issues regarding range rules and safety issues, and any issues of a disruptive, illegal or criminal nature by any Club member.
3. Create a second seven (7) member Hearing Board, as required, to act as a jury for determining disciplinary actions against a Club member.

Article V – Dues

1. The Board of Directors will set the annual fee for the following year at its September meeting subject to ratification at the October membership meeting. All members of the Club will be billed at the new rate as of November of the current year.
2. *The appropriate dues will be sent to each member at the beginning of the year. Dues are to be paid in full no later than January 31.*
3. Members who have not paid their dues by February 1st will be mailed a late bill indicating that they will be dropped from the Club membership on March 1st if payment is not received, losing all Club privileges until all overdue dues for that year are paid. After one year, the “dropped” member may apply for membership as a new applicant.
4. If there is a legitimate reason why dues cannot be paid, the member in question must submit a written appeal to the Membership Secretary who will present that appeal to the Board of Directors. The decision of the Board is final. No member will be dropped from membership without first having been mailed a thirty-day notice of that intent.
5. Each new member must donate four hours of work to the Club during the first year of membership or make a payment as determined by the Finance Committee. If the new member is unable to work, due to some physical challenge, he or she must submit an appeal in writing to the Board of Directors at the time the application for membership is submitted. The Board of Directors will review the appeal and make a decision. That decision is final.
6. The application fee, if applicable, is not refundable.
7. *Immediate family of General Members who apply for membership can have the application fee waived, but applicants must be sponsored by the General Member in good standing and still go through the normal application and approval process*
8. A member on more than six months of active duty with the military may have his or her membership fee waived for the entire year.
9. Dues of members who are 65 years of age, but have not been a member of the Club for ten years may be frozen at dues rate paid the year he or she reaches 65 years of age.
10. A Special (notified) meeting must be held to approve an additional assessment for a specific purpose.

Article VI –Meetings and Quorums

1. All membership and Board of Directors meetings will be held on Club property. The only exception would be if there was damage to the Clubhouse precluding its use. In such case members will be notified of the alternative site, which includes but is not limited to posting a sign or bulletin stating the alternative site.
2. A regular meeting of the membership will held on the second Tuesday of every month.
3. Twenty (20) members in good standing of the Club shall constitute a quorum. Without further notice, a lesser number present may adjourn the meeting. At meetings where a quorum is present, the vote of the majority of those present shall decide the matter, unless law, the Articles of Incorporation or the Club Bylaws specify a different vote.
4. The annual meeting of the Club shall be held on the second Tuesday of January in each year. The installation of the new Club officers, who were sworn in after the election, will be the first order of business after the meeting is called to order.
5. *Expenditure of Club funds under \$3,000.00 will be approved by the Finance Committee and a 2/3 vote of the Board of Directors. Expenditures greater than \$3,000.00 must also be approved by a vote of the membership. No person or persons may obligate the Club to pay any expenditure without the prior approval of the Finance Committee, The Board of Directors, and the ratification of the membership. Exceptions would be the routine administrative expenses of the office, stamps, stationary, printing, website, gas, electricity, water, and such supplies as are necessary for the everyday operation of the Club. This includes taxes and insurance.*

6. The rules contained in Roberts Rules of Order #10 (2nd Edition by Mary A. Devries) shall guide the meetings in all cases to which they are applicable, and do not conflict with the Club Bylaws, any special rule of order the Club may adopt, and the law of the land. The order of business shall be:
 - a. Call the meeting to order
 - b. Pledge of Allegiance
 - c. Roll call of the Board of Directors
 - d. Reading the minutes of previous membership and Board of Directors meetings. (A printed copy may be provided in lieu of an actual reading of the minutes.)
 - e. Communications Report
 - f. Treasurer's Report
 - g. Finance Report
 - h. Committee Reports
 - i. Election of members – First and Second Readings
 - j. Unfinished Business
 - k. New Business
 - l. General Business
7. *Special meetings shall be subject to the call of the President, or upon written request of ten members in good standing, which shall state the reasons for requesting a meeting. All members shall be given notice of such special meetings, at least ten days in advance. A special meeting may be held in conjunction with a regular monthly meeting provided the ten-day notice requirement is met.*
8. Board of Directors monthly meetings will be held prior to the monthly membership meeting. The president or other Board of Directors members may call for additional meetings as the need arises. The person calling for the meeting must insure an attempt is made to notify all Board members of the time of meeting, which will include posting a notice of the meeting at the Clubhouse.
9. Seven members of the Board must be present to constitute a quorum for any Board of Directors meeting. There will be no exceptions. Club members are entitled to observe any Board of Directors meeting except when it must go into executive session to discuss issue(s) involving a particular member. Club members may speak at a Board of Directors meeting if recognized by the officer presiding over that meeting. Club members are also entitled to petition the Board of Directors to present, propose, object, etc, Club business, in person. A minimum of five minutes at the next scheduled Board of Directors meeting shall be granted to that member.
10. Votes at any Club meeting must be cast in person. Proxy voting is not allowed.

Article VII – Grievance Board Process

1. Any member who is in good standing may make a complaint against any other member. The complaint must be made in writing and submitted to the Vice President who will forward the complaint to the *Grievance Committee*.
2. The Vice President shall preside over the hearing. If the Vice President, or any member of the *Grievance Committee* is accused, that person must remove themselves from the proceedings. The Treasurer will replace the missing committee member.
3. The person presiding over the hearing shall inform the accused and accuser that a hearing is to take place and give notification of the time and place. At least ten days notice must be given, listing all complaints in writing.
4. The accused has the right to defend himself or herself against any and all complaints filed against him/her.
5. *If the accused is found guilty, punishment will be determined by the Grievance Committee and carried out accordingly. Punishment can range from a verbal warning to a loss of membership, or anything in between - depending on the severity of the accusation.*
6. If the accused does not show up for the hearing, the *Grievance Committee* will hold a hearing without the accused and their decision on all matters will be final. No further appeal by the accused will be allowed.
7. If the complaint stands after the hearing, the accused may appeal to the membership. Notification of the appeal must be given to the Vice President in writing. If the accused presents an appeal to the Vice President, he gives up all right of privacy. All members will be notified of the appeal ten days before the next general meeting, listing all charges and all evidence presented during the original hearing.

8. If the accused is found guilty by the general membership, punishment will be determined by the membership and carried out. Punishment could be a verbal warning, loss of membership, or anything in between – depending on the severity of the accusation. This vote of the general membership will be final.

Article VIII – Amendments

These Bylaws may be amended at any properly constituted meeting of the Club by a two-thirds majority of those present and voting, provided that the following procedure has been carried out in full:

1. The proposed amendment shall be drafted by the person proposing the amendment, with supporting arguments, and signed by eight voting members. The person proposing the amendment, at any properly constituted meeting of the Club shall read out this draft.
2. The President shall refer the draft to the Bylaws Committee without discussion.
3. Within 30 days of the above proposal, the Bylaws Committee shall meet, with the person proposing the amendment, as a committee member protempore, to study the proposed amendment and rewrite the original draft, as necessary, to ensure clarity and correct integration into the existing bylaws.
4. *The final draft of the proposed amendment shall be presented within 6 months to the Board of Directors for information only.*
5. *A special meeting or a general membership meeting is required to approve any bylaw changes. Written notice of such meetings must be sent to each member at least seven days in advance of the meeting. Special meeting notices must include the final amendment draft with pro and con arguments. The full text of all amendments must be made available to all members at the meetings where such amendments are voted.*

Article IX – Club Relocation

If the use or enjoyment of the Club's present real property is ever restricted to the degree that the purposes for which the Club was formed cannot readily be practiced upon that property, Club relocation should be considered. Then upon the vote of two thirds of the members present at a Special Membership meeting, the officers shall sell the Club's real property at its fair market value for the purpose of purchasing land and/or buildings for a new facility within or outside Massachusetts at which the Club's purposes may be comfortably practiced.

Article X – Club Termination, Liquidation and Dissolution

After meeting the requirements for a Special Meeting, upon the vote of two thirds of the members present to terminate the Club's existence, the officers shall first pay, settle or create suitable reserves for all outstanding or anticipated bills, liabilities and obligations. Thereafter, prior to formal legal dissolution, the officers shall deed, transfer and convey all of the rest and remainder of the Club's assets and property, of whatever kind, nature and description, to such one or more of those non-profit entities or organizations as the membership shall have designated by its two thirds vote and which entity or organization must have purposes substantially similar to those for which this Club was founded. Any deed of real property under this article shall recite the express condition that the recipient(s) shall always maintain that real property so conveyed for the public at large to go upon to actively enjoy and practice the purposes for which the Club was established (inserting said purposes verbatim from Article I, Section 2 of these Bylaws in the deed). If the recipient(s) should fail to maintain the real property so transferred for that purpose - as determined by the trustee, executor, or last serving officers of the Club - then the said real property shall immediately and automatically revert to the last serving officers of the Club in trust for the benefit of the entire membership, to be forthwith sold for its fair market value with the proceeds to be evenly divided amongst the membership of record at the time of vote to terminate the Club.

For the purposes of this Article, a two-thirds vote of the membership as to which non-profit entities or organizations with substantially similar purposes shall be entitled to a deed, transfer or conveyance of Club assets shall be final and conclusive.