



**By Laws of the  
BILLERICA ROD & GUN CLUB INC.**

**April 2017**

## TABLE OF CONTENTS

	Article	Page
Preamble	-	3
Name	1	3
Officers	2	3
Election of Officers	3	4
Duties of Officers and Directors	4	4
Meetings of the Fiscal Year	5	6
Quorums	6	7
Dues and Membership	7	7
Addition to By-Laws	8	10
Restrictions	9	10
House and Ground Rules	-	12

## PREAMBLE

THE PURPOSE OF THIS ORGANIZATION IS TO CONSERVE AND URGE WISE USE OF OUR NATURAL RESOURCES, WHICH INCLUDES STABLE SOIL, UNPOLLUTED WATERS, PERPETUAL FORESTS, FISH AND WILDLIFE, TO IMPROVE AND EDUCATE IN THE RESTORATION OF FISH AND GAME AND ITS HABITAT; TO STUDY LOCAL RESOURCE CONDITIONS AND TO COOPERATE WITH THE PROPER AUTHORITIES IN SECURING CONSERVATION PLANS AND MEASURES FOR THE BENEFIT OF ALL THE COMMUNITY; TO SUPPORT AFIELD AND TO CONDUCT OURSELVES SO AS TO BE AN EXAMPLE OF GOOD SPORTSMANSHIP, TO RESPECT THE PROPERTY RIGHTS OF OTHERS; AND TO PASS ON TO OUR HEIRS THE JOYS AND PRIVILEGES OF A BETTER OUTDOORS; THE PURPOSE SHALL INCLUDE THE RIGHT TO APPLY FOR A LICENSE TO SELL ALCOHOLIC BEVERAGES

## ARTICLE ONE

### NAME

The name of the organization shall be:

THE BILLERICA ROD AND GUN CLUB,  
INCORPORATED

## ARTICLE TWO

### OFFICERS

SECTION ONE - Elected officers shall consist of a President, Vice President, Secretary, Treasurer, Membership Secretary and a Board of Directors. The five officers and six additional elected members shall constitute a Board of Directors.

SECTION TWO - The officers and other Directors shall be elected for a term of one year and shall hold office until their successors have been elected and have taken office. Installation of officers shall take place at the annual meeting. Newly elected officers shall be sworn in at an installation Ceremony by the outgoing president at the first meeting in April. The following statements shall be repeated by new officers: "I (name), do hereby swear that I will faithfully perform the duties of the office to which I have been elected to the best of my ability, so help me God."

## ARTICLE THREE

### Election of Officers

SECTION ONE - Officers and directors shall be nominated from the floor at the regular meetings in January, February and the first meeting in March. Nominations must be accepted or declined by nominee prior to the election. Nominations shall remain open during the regular meetings in March and will remain so until closed by vote. Nominations shall be unlimited. On election night, each office shall be open for nominations, closed and voted on individually in order, with position of President being voted on first. After each vote, when nominations are made for the next office, those who had lost the previous vote will be eligible for nomination to the next position. Nominees for office, who were not elected, will automatically be placed on the list of nominees for the Board of Directors. A head count shall be taken of all voting members prior to the start of the elections.

SECTION TWO - Officers and directors shall be elected by secret ballot at the second meeting in March. Ballots shall be counted by a Ballot Committee consisting of three members who are not currently running for an elected office of the Corporation. The Ballot Committee shall be selected from the floor by the outgoing President on the night of the election. The actual numerical count during the election of officers shall be reported at the time of election.

SECTION THREE - Officers shall be selected from members having at least three full years senior membership in the corporation and who have attended at least 50 percent of regular corporation meetings within the last year. In order for any member of the Billerica Rod and Gun Club to be nominated for President, one must have five consecutive years as a member and served one full year as a committee chairman or club officer.

SECTION FOUR - Vacancies shall be filled by the Board of Directors until the next election.

SECTION FIVE - Anyone quitting a position while on the board cannot rerun for office for 5 years.

## ARTICLE FOUR

### Duties of Officers and Directors

SECTION ONE - The President, subject to the direction by votes of the Corporation and votes of the Directors, shall manage the affairs of the Corporation; shall, when present, preside at all meetings of the Corporation or Directors; appoint committees; may at his discretion call meetings of the Corporation, Directors, or any committee and shall perform all other duties required by law of the Corporation",

SECTION TWO - It shall be the duty of the Vice President to assist the President and officiate in his absence. He shall accept proposed changes to the By-Laws and House and Ground Rules. He shall convene a meeting of the Board of Directors to review and discuss the changes. Based on the board's review, he shall prepare a formal report within 30 days of the annual meeting, (or special meeting, if the change is urgent) which he then presents to the body at the annual meeting. When the body approves changes, he shall provide formal copies of the changes. He shall then make arrangements to have the changes formally included in the rule book and procure an appropriate number of copies for distribution to members.

SECTION THREE - It shall be the duty of the Secretary to keep record of all proceedings at each meeting and to be responsible for all other clerical work as directed by the President. The Secretary shall also record minutes of business conducted by the Board of Directors and shall read those minutes to the members at the next regular meeting of the Corporation.

The Secretary shall also be responsible for completing and maintaining file of all final drafts of Official Corporation approved correspondence. Said correspondence shall require both the President's and Secretary's signatures (see Article Four, Section Four for documents requiring Corporate Seal).

SECTION FOUR - It shall be the duties of the Treasurer to receive all monies due the Corporation and deposit all such funds to the credit of the Corporation with such bank or banks as the Directors shall approve to be drawn only on checks signed by the Treasurer of the Corporation; shall at the annual meeting present a general report of the receipts and expenditures during the fiscal year; shall keep and have charge of the Corporate Seal, and affix an impression to any documents he deems proper; shall, when required, certify that the execution of any document is the free act and deed of the Corporation. The Treasurer need not be bonded.

SECTION FIVE - It shall be the duty of the Membership Secretary to maintain a list of all members in good standing, to accept payment of dues and membership fees which he shall turn over to the Treasurer. He shall notify by mail, all members that still remain delinquent, and shall post a list on the club bulletin board of all delinquent members and shall send notification of revocation.

SECTION SIX - It shall be the duties of the Directors to fill vacancies as defined in Article 3, Section 4; to examine and be properly kept, the books, accounts and other property of the Corporation; may by their votes direct the officers in the management of the affairs of the Corporation; may by a two thirds vote of their number, remove any officer or director and suspend for any period of time or revoke membership of any member for just cause; must review bids submitted for business transactions exceeding \$500.00 and approve or disapprove the expenditure that bids were submitted for. They shall meet a minimum of every three years to arrange and edit copies of the By-Laws.

SECTION SEVEN - The Board of Directors shall only have power as given by the Corporation Members, but may in an emergency by two thirds majority vote take any necessary action.

SECTION EIGHT - All financial transactions of the Corporation shall be accomplished in accordance with the following corporate guidelines:

- A. The duly elected officers of each designated account, i.e., Treasurer, Membership Secretary, Committee Chairperson, or President's designated Function/Event Coordinator, will accomplish all monies collectable by the corporation. All collected funds will be turned into the Treasurer in a timely fashion.
- B. All intra-corporation transfer of funds to the Treasurer must be recorded via written receipt, a record of which will be maintained by the treasurer.

## ARTICLE FIVE

### Meetings of the Fiscal Year

SECTION ONE - Regular meetings of the corporation shall be held on the first and third Thursday of each month. Meetings shall be held at 7:00 pm at the clubhouse on Pond Street, Billerica, MA and if a quorum is not present by 7:30 pm meeting shall be called off at the discretion on the presiding officer. Meeting, if not adjourned before hand will be adjourned at 9:30 pm by the order of the President, regardless of what business is on the floor of pending. The President may however, if he deems necessary and a quorum is present in agreement, conclude the issue(s) being discussed.

SECTION TWO - The end of the fiscal year and the Annual Meeting shall be the first meeting in the month of April.

SECTION THREE - Special meetings may be called by the President, upon request of the majority of the Board of Directors, or a favorable motion from the floor.

SECTION FOUR - A notice of all special meetings and the purpose for which it is called shall be issued to each member at least three days prior to such meetings. Business conducted shall be limited to the subject matter discussed in the notice.

SECTION FIVE - All regular or special meetings shall be conducted on a parliamentary basis.

SECTION SIX - All committees shall meet upon call and notice by the chairman of such committee. Committee Chairman's term will run from date of appointment to the next annual meeting.

SECTION SEVEN - At any meeting a quorum may transact business, and a majority shall decide all questions and any question shall, when any voter so requests, be decided by ballot. Business transactions exceeding \$500.00 must have a minimum of three legitimate bids submitted and the recommended approval of the Board of Directors before the transaction can be voted on by the general membership.

SECTION EIGHT - Any new business coming before the members of the Corporation which is not ordinary or club regular business, and which involves careful consideration, shall, in the motion of one member, be held over to be discussed at least three regular meetings before it can be voted upon and notice of such shall be sent.

SECTION NINE - All club officers and members in good standing may vote, except the President or Presiding Officer. He shall vote only in the event of a tie.

SECTION TEN - A two-thirds majority vote shall be required to reconsider a previously passed motion. If the required two-thirds vote is not obtained, the motion challenged shall not be subject to reconsideration at subsequent meetings of the corporation for a period of one year.

SECTION ELEVEN - All members and guests present at all regular and special meetings shall be seated in the seats provided at the front of the hall. Any member or guest not complying with this By-Law shall leave the club until the meeting is adjourned.

SECTION TWELVE - Conduct at Meetings:

- A. A motion may be put on the floor by any member; provided it pertains to the subject being discussed at the time of the proposal.
- B. In order for a motion to pass, it must be supported by another member and have a majority of favorable votes of the members present.
- C. Voting shall be limited to current members in good standing only.
- D. Any member wanting the floor shall raise his hand to be recognized by the chair.
- E. No member shall hold the floor for more than three (3) minutes at one time.
- F. No member shall take the floor for a second time on the same subject until other members have been heard.
- G. Unruly members may be ejected from any meeting at the President's direction.

## ARTICLE SIX

### Quorums

SECTION ONE - A quorum shall consist of eleven members.

SECTION TWO - A quorum of the Board of Directors shall consist of any six: members of such board.

## ARTICLE SEVEN

### Dues and Membership

SECTION ONE - The yearly dues shall be \$100.00.

SECTION TWO - The initiation fee shall be \$80.00. Spouses will pay the initiation fee also.

SECTION THREE - Initiation fee and one year's dues must be received before any application for membership can be voted on and approved by the membership, unless membership agrees the need to change.

SECTION FOUR - Any member suspended for any reason shall be required to turn in his card key and club badge. These articles shall be retained by the Membership Secretary until such time as the offending member is re-instated.

SECTION FIVE - Annual dues shall be due as of March 31<sup>st</sup>.

SECTION SIX - Any member accepted between the first day of December and the date of the Annual Meeting shall not be billed for dues until the following year.

SECTION SEVEN - President, Vice President, Secretary, Treasurer, Membership Secretary, Board of Directors and appointed Committee Chairmen shall pay one half the yearly dues assessment while serving in that capacity.

SECTION EIGHT - Any member reaching sixty-five years and who has been a member for the last twenty consecutive years, shall pay \$25 in the next following membership year, upon written notification to the Membership Secretary. Members reaching sixty-five who joined prior to April 2005 shall only be required to have ten consecutive years of membership to qualify for this "life" membership status.

SECTION NINE - Candidates applying for membership in the Corporation must be present at the membership vote on their application to be accepted as a member of the Corporation. The requirement to attend two meetings shall not be waived at any time. An applicant shall become a regular member upon a majority vote of the Corporation at a regular or special meeting but, may not vote until the next meeting. Any applicant or their sponsor shall have the right to refute any charges lodged against them before the body votes. Applicants will be required to authorize the Corporation to perform a background check as a prerequisite to membership.

SECTION TEN - Any member convicted of violating any Fish or Game Law shall be suspended indefinitely.

SECTION ELEVEN - A non-member shall be permitted to attend a regular meeting of this Corporation, as the guest of a member, unless such meeting is designated as a closed meeting.

SECTION TWELVE - Between the first day of May and the last day of February any person upon reaching the age of twenty-one years may apply for membership in the Corporation by filling out an Application Form and, who can meet the requirements for membership as established by the Club By-Laws.

SECTION THIRTEEN - Junior members will be accepted from 12 through the age of 20 years. At the age of 21 years they may become regular members upon payment of yearly dues. No Initiation fee will be required for senior membership if junior membership was held for one year prior to their 21<sup>st</sup> birthday.

SECTION FOURTEEN - Members who have responsibility for club assets shall prepare semi-annual reports regarding receipts, expenses or inventory on hand, and ending balance of funds. The report shall be presented to the membership on the first regular meetings of April and October, (except the Treasurer, covered by Article Four, Section Four).

SECTION FIFTEEN -A woman's auxiliary shall be formed, to be governed by themselves with meetings separate from the senior membership.

SECTION SIXTEEN -Members of the Woman's Auxiliary shall have the same range, house and ground rights as the men's club. They will however be required to purchase their own card keys.

SECTION SEVENTEEN - Any junior or senior member who enters active military service may have his membership terminated temporarily, while in the service, and reinstated with no initiation fee upon discharge from the' service. The Membership Secretary must be notified within three months of entrance into military service of the desire to temporarily terminate. To reinstate, the Membership Secretary must be notified within three months of discharge. A Junior Member who enters the military service prior to becoming a senior member may, upon request and proper

application, become a senior member with no initiation fee only if junior membership was held at least one year prior to entrance to military service. (See Article Seven, Section Thirteen). Any individual may be declared an honorary member, not required to pay annual dues, by majority vote of the membership at a regular meeting of the Corporation.

SECTION EIGHTEEN - In the case of action for the removal of the Chairman of any committee, the person holding that position must: 1) be notified by certified mail, 2) allowed 21 days in which to reply to the Board of Directors, or the body. He shall respond, or not, at his peril.

SECTION NINETEEN - Any member subject to disciplinary action by the Board of Directors shall be notified by certified mail of the nature of their offence prior to any action taken and shall be allowed seven calendar days to respond and explain their actions at a hearing of the Board of Directors. He shall respond or not at his own peril. If the charges are substantiated, the Board of Directors may determine by resolution to expel (terminate) a member for just cause. Just cause shall first be determined by a two-thirds affirmative vote of the Board of Directors. Without limiting the definition of just cause, it shall include at least the following:

- a. Unsafe use of firearms or archery equipment.
- b. Violation of club rules.
- c. Jeopardizes the safety and/or welfare of any club member.
- d. Acts of disrespect towards other club members, guests and other third parties using club property.
- e. Removal or causing damage to club property.
- f. Such other acts or admissions deemed by the Board to be contrary to the best interests of the Billerica Rod and Gun Club and its members.

After a hearing, the determination of the Board of Directors shall be final.

SECTION TWENTY - Any applicant applying for membership for the first time must have a sponsor who has printed his/her name and signed the applicant's membership application on the line entitled "Recommended By" prior to that application being accepted for review at the applicant's first reading. Further, any sponsor must have been a member in good standing for at least six consecutive months up to the point of sponsoring the applicant, and the sponsor must be present for at both of the required readings of the application, as must the applicant be present. The Sponsor will introduce the applicant to the Membership at each reading.

If an applicant does not have a sponsor the Board of Directors will act as the Membership Committee. The Membership Committee will act as the applicant's sponsor. The committee will meet with the applicant in advance of the first reading of the application, review the application and interview the applicant. The committee will make a recommendation for or against membership and act as the sponsor and introduce the applicant to the membership at the applicant's first reading.

SECTION TWENTY-ONE- Prior to the annual meeting the Membership Secretary shall prepare a Membership Summary Report which will be reviewed by the Board of Directors. The Board of Directors will review the current level of membership along with facility usage and club annual operating expenses. The intention of this review is to determine if there is a need to increase or decrease the number of new members that the Corporation accepts in the coming year. The Membership Secretary will report on this review and recommendation at the Annual Meeting. If the Board of Directors recommends establishing a maximum number of members for the year then that recommendation

will be put to vote before the Membership at the Annual Meeting. If a cap of the membership is established for the year, then Membership Secretary will establish a waiting list for applicants on a first come, first served basis and report on the current status of that list at each meeting.

SECTION TWENTY-TWO: Prior to their second reading applicants & their sponsors must attend a New Member Orientation which will review Club By-laws, Range Rules and other essential club information.

## ARTICLE EIGHT

### Additions to By-Laws

SECTION ONE - By-Laws may be amended only at the Annual Meeting or a special meeting by a two-thirds majority vote.

SECTION TWO - Recommendations for changes to the By-Laws may be submitted at any meeting during the year prior to the Board of Directors Meeting, as outlined in Article Four, Section Two. They must be typed, written or printed in a legible manner and carry the sponsor's name, address and telephone number. All recommendations shall be submitted to the Vice President before 30 days prior to the annual meeting.

## ARTICLE NINE

### Restrictions

SECTION ONE - No person under the age of twenty-one years shall be allowed to handle firearms on club property unless under direct supervision of a Senior Club Member. No non-member or Junior Member shall be allowed to handle firearms on club property without a Senior Club Member present.

SECTION TWO - No individual who is obviously under the influence of alcohol or drugs will be allowed to handle firearms, bow and arrow, or knives on club property. Further, this restriction shall apply to members who represent the Billerica Rod and Gun Club, in any organized sporting events off-site. Members, both violator and person(s) in charge of organized events, found in violation thereof will be subject to disciplinary action. Any member(s) refusing to yield after a request to do so shall be subject to immediate suspension, the action and duration of which to be determined by the Board of Directors.

SECTION THREE - All members and guests shall obey all posted range rules and rules imposed by the presiding range officer(s).

SECTION FOUR - Senior Members are restricted to not more than three guests at any one time for the purpose of introduction to club facilities (excluding immediate family members). Guests numbering more than three require prior approval of the club President. Repeat visits by the same guests who are not immediate family members are limited to once a month, for a total of five visits. These restrictions do not apply to attendance at club functions or public events.

SECTION FIVE - A Junior Member is not allowed to bring guests onto club property unless accompanied by a Senior Member. The three guest limitation (as described under this Article) shall apply to the Senior Member, excluding the Junior Member he is escorting. The Senior Member assumes all responsibility for the actions and well-being of the

above described guests. The Billerica Rod and Gun Club, Inc. assume no responsibility or liability for the escorted parties.

SECTION SIX - The use or distribution of any illegal drugs in or on the facilities or grounds of the Billerica Rod and Gun Club, Inc. is strictly prohibited. Any member found in violation of the above, by the Corporation, will automatically be subjected to mandatory suspension of his or her membership for a minimum of five years.

SECTION SEVEN - There shall be no leasing of any part of the Corporation's property that would add to parking or restrict any member from any use of any part of that property, unless the Corporation would be a primary beneficiary, such as leasing a part of its property to a telecommunications company for locating a cell phone tower, provided this would not affect parking and/or day-to-day activities at the Corporation. All such proposals would have to be approved by the Board of Directors and the general membership.

## HOUSE AND GROUND RULES

The Purpose of the following rules and regulations are to urge the proper use of our club grounds, ranges and buildings. Any members found in violation of these regulations will be suspended for an indefinite period.

1. No person under twenty-one years of age will be allowed on club grounds or in the buildings without a Senior Member in attendance.

2. Automobiles will be restricted to the parking lot, except for club activities and with the permission of a club officer.
3. Members or their guest under the legal drinking age, as prescribed by Massachusetts Statute, are not permitted to drink alcoholic beverages while on club grounds.
4. Club members leaving the clubhouse grounds will see that all windows and doors are made secure and that all lights are turned off.
5. During regular meetings the ranges and grounds will be closed to all other activities but the kitchen shall remain open to members for coffee. No alcohol shall be consumed and there shall be no smoking during any meeting of the Corporation after it has been called to order by the officiating officer, and all drinks must be finished or placed away until the completion of the meeting. Members must return to the meeting hall until the meeting is concluded.
6. No person shall throw trash of any sort on club grounds. All empty bottles and waste material, etc. shall be deposited in trash cans.
7. No shooting on Sunday before 9:30 A.M.
8. All loaded pistols MUST remain concealed and holstered on club property unless you are shooting on one of the ranges.
9. Rifles of a larger caliber than .22 rim fire are prohibited from indoor range use.
10. Indoor range may be utilized for .22 caliber rim-fire rifle and .22 through AS caliber pistol only. Use of magnum ammunition on the indoor range is prohibited.
11. Use of jacketed ammunition on the indoor range, positions #5 through #11, is prohibited.
12. The Indoor Pistol Range shall be open between the hours of 8:00 A.M. and 11:00 P.M., except for scheduled target matches. Posted range rules shall be obeyed and shooting activity in conformance with same.
13. No member or his guest shall occupy more than one shooting position while other members are present desiring to shoot.
14. Empty shotgun hulls on the ground become club property, except for hulls of shooters wishing to retrieve their own.
15. At no time may any non-member use the range unless:
  - a. A member in good standing is present or
  - b. Prior arrangement has been made with the Board of Directors or membership.
16. No club property will be taken from the club grounds without permission of a club officer. No club display items, i.e., plaques, mounts, memorabilia, etc., shall be removed, repositioned or altered in any way without the approval of the General Membership or Board of Directors.

17. The club shall hold an annual trap shoot in honor of Bill Walsh on the last Sunday in September.
18. Any member (senior or junior), or guest of any member who is found to be responsible for the destruction or malicious damage of any club property, shall be cause for immediate revocation of membership and/or banishment from all club properties/facilities, for life.
19. If any member is causing a problem or is unruly, he or she may be asked to quiet down or leave by two members of the Board or any member holding office. If said person does not comply he or she is subject to a board meeting and possible suspension.
20. When one or more fellow members conclude that a member is incapacitated to safely operate a motor vehicle, that member so notified must surrender his or her car keys and allow themselves to be driven to their planned destination. Failure to yield on the part of the notified member may result in disciplinary action by the Board of Directors.
21. These rules shall be subject to annual review and amended accordingly by a majority vote of the members attending regular meetings.

**GUN SAFETY IS THE RESPONSIBILITY OF EVERY CLUB MEMBER - PROTECT  
YOURSELF AND YOUR CLUB**