



Yates County Sportsmen's Association

Bylaws

Article 1 - Name

This organization shall be known as the Yates County Sportsmen's Association, or YCSA, which was established in 1955 as a Domestic Not For Profit Corporation.

The YCSA principal location is 424 Route 54 East Lake Road, Town of Milo, Yates County, NY. The mailing address is P.O. Box 296, Penn Yan, NY 14527-0296.

All assets of the YCSA including money, property, or materials on said location are the sole property of the YCSA. There shall be no other Clubs or formal associations within the club.

Article 2 - Purpose

The purpose of this Association shall be to promote hunting, fishing, and shooting sports in Yates County. To promote and abide by all New York State Conservation, Hunting & Fishing Laws, and to uphold the Constitution of the United States with special emphasis placed on those rights under the Second Amendment. The Association will promote education of and encouragement for organized rifle, pistol, shotgun and archery sports, and will promote the safe handling and care of firearms. The Association will oppose all anti-gun, anti-hunting, anti-fishing or anti-trapping organizations.

Article 3 - Procedure

The common rules of Parliamentary Procedure (Roberts Rules of Order) shall be followed at all meetings. An Association quorum is (5 members, or 5% of membership, whichever is greater). A Directors quorum is a simple majority of the total number of Directors.

Order of Business

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Minutes of Previous Meeting
5. Treasurer's Report / Approval of Bills
6. Committee Reports
7. Communications
8. Old Business
9. New Business / Elections
10. Program / Entertainment / Speaker
11. Adjournment

Article 4 - Membership

Any citizen of the United States who is at least 18 years of age, who may legally own a gun pursuant to NYS regulations, and has never been convicted of a felony, may be eligible to become a member of the YCSA. Prospective members are required to be sponsored by a member of the Association.

Applications are available from the Secretary, the YCSA website, or another member. The applicant shall submit the application and the annual dues to the Secretary, to be voted on at the next scheduled meeting. Approval of new members requires a 2/3 vote of the members present. New Members and Family members are required to sign Range Rules and Bylaws.

Each new member shall be required to familiarize themselves with the Association Bylaws, Club House, Ranges, and property of the YCSA with the assistance of their sponsor. Copies of the rules and regulations will be available from the Club Secretary and will be posted in the club house.

Effective January 1, 2020, as required by our insurance carrier, each new or renewing member will provide signed Affidavit of Indemnification/Waiver to the Club. Said form will be provided to the new or renewing member.

Types of Membership

Regular - Each Regular member is a voting member and may vote by absentee ballot for the elections of officers.

- Family - Immediate family of a member may attend and participate in Association activities under the supervision of the member. Immediate family includes the spouse and children under the age of 18 that permanently reside with the member. Children of the member who are active duty military are accorded "family" status. Only the paid member may attend Association meetings and have voting privileges.

Active Military - Any person who meets the membership requirements and is currently active duty will be offered a no-fee membership during their active duty status and for one year after separation from military service to encourage their continued membership and thank them for their service.

Seasonal- Any person who meets the regular membership requirements and is interested in a seasonal membership from *Memorial Day* to *Labor Day* will be a non-voting member. A Seasonal Member may attend and participate in the Association activities from Memorial Day until Labor Day, for ½ the Regular membership dues

Sign In - All members and guests must sign in the Log Book on every visit.

Suspension or Termination: The YCSA may suspend or terminate any member who falsifies an application, violates Association By Laws, Policies, Range Safety Regulations, has non-payment of dues, misappropriates YCSA property or funds, is convicted of a felony, or DEC regulations, or otherwise commits conduct unbecoming a YCSA member. The concern about such member will be presented to the Board of Directors for review and recommendation to the membership. The Board of Directors will report to the membership and may recommend 1) verbal or written censorship, 2) suspension, 3) termination of membership. The membership will vote on the Board of Directors recommendation at the next regular meeting. A 2/3 vote of the membership in attendance prevails.

Article 5 - Dues

The Board of Directors will recommend the Dues assessment for the upcoming year, at the November meeting. Dues will become due on January 1 of each year. Dues paid February 1 or later will incur a \$10.00 late fee. After one year, a past member (upon rejoining) must complete a new membership application; making that person a new member upon being voted in by the general membership. No Refunds, no prorated dues. Members wishing to hunt big/small game on Association property pursuant to Article 11 of these by-laws, must renew their membership by the second Tuesday in April, of the year that they wish to hunt.

Article 6 – Board of Directors

Member/candidates for Directors positions will be nominated at the October meeting and voted on at the November meeting. A slate of candidates shall be provided to the membership by e-mail, or in person at least twenty-one (21) days in advance of the November Annual meeting and election. Only Association voting Members with at least one (1) year of membership may become a Director.

Directors:

The Board of Directors will consist of no less than three (3) active members responsible for the general management of the Association.

Directors shall serve one two year term. There are no term limits. Any Director who misses two consecutive meetings without cause shall be deemed to have resigned. The Board of Directors shall immediately appoint a member to fill the vacant position for the remainder of that term. This requires a simple majority vote of Board of Directors.

The Board of Directors will decide among themselves, who will be Chairman of the Board, Vice- Chairman, Secretary, and Treasurer. Directors may hold two positions except for the Chairman also being the Treasurer.

The Board of Directors will meet a minimum of one (1) time each year at the November meeting. Members will be notified of such and may, at the discretion of the Board, be allowed to make presentation, be involved in discussion, or other matters that may come forth. The Board votes on all business functions relating to the Association by a simple majority.

The Board of Directors will review and authorize any vendor contracts for the Association and maintain a record of approved vendors.

Request for Proposals (RFP). The Board of Directors will solicit RFP's from contractors, vendors, who wish to perform a service to the Club or provide materials to the Club. All RFP's will be free of charge. The Board of Directors should solicit more than one RFP, in writing, for the specific item of concern. The Board of Directors should consider cost, quality, and references. Any Director, who has any affiliation with a vendor submitting an RFP, will be required to recuse them self from voting on the issue.

The Board of Directors will be responsible for providing a detailed list of which member is entitled to charge items for the Association. A vendors list that invoices the Association will be kept. Both lists will be provided to the membership upon request. The Board of Directors will not allow expenditures without prior approval, unless there is an emergency. In the case of an emergency, at least 2/3 of the members must be aware of and approve of the expenditure.

There will be no long term leases of any YCSA property. The Board of Directors will review all requests to rent the Club House and YCSA property on a case by case basis, with Association functions having priority over outside or individual requests. Any Director, who has any affiliation with any person(s), groups or corporations wishing to rent the facilities will recuse themselves from meeting until the matter is resolved by non-affiliated Directors. Should a Director not recuse themselves, and a rental agreement be tendered, the member faces immediate removal by the Board of Directors, by a simple majority vote and the lease deemed void. Any YCSA member may bring legal action against the YCSA to the NYS AG office should this ever occur.

No Director may take any action without prior Board of Directors approval.

Article 7 –Board of Directors Duties

The Board of Directors are responsible the general management of the Association.

The Board of Directors will preside over all grievances maintaining a non-biased opinion. A quorum is needed to function. A quorum of Board of Directors is simple majority of the total number of Directors. A simple majority of the Board prevails on voting matters.

Directors may be removed from office by a quorum of the members at an Association meeting, for any violation of the Bylaws, NYS statues, or DEC regulations by a 2/3 majority of the members present. A replacement Director will be appointed by the Board of Directors as soon as practical. The Board of Directors, by a simple majority, may remove a Director with or without cause. That member will retain all Association membership rights and privileges.

The Board of Directors shall review the Association financial records and accounts annually.

President/Chairman of the Board

The President shall preside over all meetings of the Board of Directors.

The President shall appoint Committee Chairpersons annually. The President can only vote in the case of a tie vote and has the option not to cast a vote.

Vice President of the Board

The Vice-President shall, in the absence of the President, assume the duties of the President. The Vice-President shall assist all Committee Chairpersons in achieving their goals.

Secretary of the Board

The Secretary shall conduct correspondence of the Association, and maintain files and records of same, tape record, and or preserve, scan, put to a disc, the minutes of all meetings. Paper copies of the minutes will be kept in a corporation minutes book. Minutes from the previous meeting will be sent by email, with a copy available in paper form at the meeting.

The Secretary will maintain a current list of all members, all committee members, those that have the authority to charge services or materials from a vendor, and maintain a current list of the vendors that the Club uses. The Secretary shall make the list available to Committee Chairpersons.

The Secretary will preserve all reports, grievances, minutes, or other records in such a fashion as to facilitate a simple transition to a successor. The Secretary will maintain an historical record of Bylaws and resolutions. The Secretary shall maintain a file of signed Range forms for all members and family members.

All records and reports shall be available to the membership upon request.

The Secretary, with approval of the Board of Directors may conduct minor business of the Association such as making inquiries, authorized purchases, or RFP's.

The Secretary will pick up the mail from the US Post Office Box weekly.

The Secretary shall be reimbursed for all postage, printing, and related supplies needed for Association business with prior approval of the membership. Receipts are required prior to reimbursement.

Treasurer

The Treasurer shall receive monies collected. The Treasurer shall deposit said monies in the appropriate YCSA account. The Treasurer will audit all bills and present them to the Association for their approval of payment. The Treasurer will not pay any bill without an invoice. The Treasurer will ensure that the YCSA Inc. NYS and Federal Tax forms are completed and filed in a timely manner. The Treasurer will have an additional Director's name on all YCSA accounts and safety deposit box. All issued checks shall require the Treasurer and a designated Director's signature. In absence of a regularly scheduled YCSA meeting, the Treasurer will be responsible for paying all of the mandated bills such as taxes, utilities, insurance, and vendors, or previously approved invoices for payment. The Treasurer will report such payment at the next available YCSA monthly meeting.

The Treasurer shall submit a written report at the YCSA monthly meetings. This report shall be attached to the Secretary's minutes and be a part of the Association's permanent records. All Treasurers' reports are available for inspection. Copies of the Treasurer's monthly report and Secretary's meeting minutes shall be kept up to date by the following meeting, for member review.

The Treasurer may access the Association's US Post Office Box.

Article 8 - Committees

The President shall form Committees annually, as needed. These Committees may include, though are not limited to, Finance, Buildings and Grounds, Membership, Range, Youth, Bylaws, Political Action, Fundraising, Long Term Planning, Special Functions, and Nominating.

The President shall appoint a Committee Chairperson upon the agreement of the members. The Chairperson shall formulate a plan of action, with the Directors. The Chairperson will be assisted by other members as needed. The Chairperson will submit written or verbal progress reports to the Vice-president when needed and present same at the scheduled meetings.

Article 9 - Amendments

These By Laws may be amended with at least a quorum of the Association membership present and 2/3 vote of approval of those members present. Notice of any such Amendment and the upcoming voting shall be distributed electronically to the membership three weeks prior to the vote.

Article 10 - Meetings

The Board of Directors **may** hold monthly meetings to be held on the Second Tuesday of the month commencing at 7:00 p.m. Meetings will be held from April through November at the Club House. A quorum of Directors is required to hold a meeting and vote on any issue.

Nominations for Elections of Directors will occur at the October meeting. The Election of Directors will occur at the November meeting, the Association's annual meeting. Notification of the slate of directors will be sent to the membership at least 21 days prior to the November election by the Club Secretary. The Club Secretary will send absentee ballots to those requesting them by the October meeting. Any current member may vote in person or by absentee ballot at the November meeting. Members shall notify the Club Secretary by the October meeting should they wish vote by absentee ballot. Should the November meeting be canceled, the Association president will reschedule a meeting as soon as practical.

All notification for the meeting will be conducted by electronic means. Anyone without access to email must notify the Club Secretary in order that they may be notified by regular mail or in person.

Article 11 - Hunting Privileges and Policies

No person will be allowed to hunt on Association property unless they are an active member of the Yates County Sportsmen's Association. Membership dues for new or returning members must be paid by the second Tuesday in April, of the year that the member wishes to hunt. No seasonal members are allowed to hunt. No guests are permitted to hunt on the property. Hunters must sign in on the Club House Chalk Board and erase their name upon leaving the property. The Association may, as need be, regulate who hunts on the property and when that may occur.

Any game harvested on the property shall be field dressed, prepared for transport, and immediately removed from the premises, without exception. No animals harvested off Association property may be processed on the property.

Hunting small game may occur during the legal NYS DEC season. The hunter will change the range sign to range closed. Should a member wish to use the shooting range, they should sound their car horn 3 times. When the hunter exits, the range sign can show range open. The same policy is in effect for big game archery early season, with two (2) hunters allowed at a time.

In accordance with NYS DEC regulations and the *Purpose* of YCSA, the Association will promote youth hunting on Columbus Day weekend. The range will be closed during youth hunting. Two youth with non-hunting mentors will be allowed to participate. Mentors must be club members.

Big Game Firearm Season. Hunters must sign in on the Chalk Board. Only two (2) hunters are permitted on the property at a given time. The Range will be closed Opening Day of big game gun season. The Range will be closed every day from Dawn to 10 AM and 2PM - Sunset during big game season. In an effort to preserve hunting

conditions, members should make every effort to sight in guns prior to the hunting season. If needed, the range may be used from 11 AM - 1 PM during Big Game hunting season.

Hunters may reserve the Club for their exclusive use for any day during the Big Game Season as approved by the Board of Directors and the submission of a \$50.00 donation by the member/hunter.

Hunting will be on a first come basis, if no Reservations are in place. .

Tree Stands: Only portable tree stands will be allowed during the big game season and if not removed by December 15, they become the property of the Club to be disposed of as the Directors see fit.

Article 12 - Grievances

Any member may submit a written complaint against another member to the Board of Directors for review. The complaint shall include the name of the accused, date of occurrence, time, place, and details as to what happened. The Board of Directors will meet as soon as practical with a quorum. The Board will review and investigate the complaint. If sustained, the Board of Directors will notify the accused in writing of their recommendations to the membership. The Board of Directors may recommend 1) verbal or written censorship, 2) suspension, 3) termination of membership. The recommendation will be brought to the membership for a vote at the next scheduled meeting. The accused may attend that meeting to present their position.

Article 13 - Dissolution

In the event that the YCSA Inc. needs to dissolve, all rules, regulation, and procedures, pursuant to the Secretary of State, the NYS Not for Profit Law and the Court of Competent Jurisdiction will be adhered to. Any assets will be utilized to pay down any indebtedness, legal fees, and turned over to the Court of Competent Jurisdiction for proper dispersal.

YATES COUNTY SPORTSMEN'S ASSOCIATION FIRING RANGE RULES

1. Federal, State, and local firearm laws must be obeyed.
2. The Range is open at 8:30 a.m. daily until sunset for club members and supervised guests (except for special hours during hunting season).
3. Possession/use of alcohol or illegal possession / illegal use of controlled substances is prohibited.
4. Members who appear intoxicated by any of the foregoing will be asked to leave.
5. All members and guests on the firing line will wear hearing and eye protection.
6. Always keep firearms pointed down range in a safe direction.
7. Always keep your finger off the trigger until ready to shoot.
8. Always keep your weapon unloaded, except for holstered, on person, handguns.
9. When transporting guns from the vehicle, they will be holstered, cased, or carried vertically with the action open to the Range shooting bench, gun rack, or to the Trap/Skeet Range. Long guns moved from the gun rack to the Bench must be carried vertically, with action open, unloaded, and placed on the bench.
10. **Cease Fire:** All shooters will immediately stop firing when anyone issues a Cease Fire.
11. **Cold Range:** Shooters must check with each other to ensure that weapons are laid down bench, with actions open. Handling of weapons, anywhere including on the Bench or Gun Rack while a member is down range are grounds for immediate removal from the Range and possible Membership sanctions.
12. **Hot Range:** When down range is clear, shooters will check with each other declaring going HOT or LIVE before firing can begin.
13. Loading of weapons will be done on the shooting bench, except for holstered handguns with the exception of loading procedures on the Skeet/Trap Range.
14. There will be no hand to hand transfers of weapons on the firing line without the weapon first being unloaded and then put on the shooting Bench before transferred., except for official training conditions.
15. Only Paper or Cardboard targets are allowed (other than existing metal plates). No bottles, plastic, or metal (cans), bowling pins are allowed. Target setup, removal and disposal are the member's responsibility.
16. You bring it in and take it home. "**Carry In > Carry Out**":
17. Spent ammunition will be cleaned from the Range. (A rake, broom and can are available for this purpose)

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