

**BY-LAWS FOR THE  
SUMMIT TOWNSHIP SPORTSMAN'S CLUB**  
(Revised September 13, 2018)

**Article I  
Definition And Purpose**

**Section One: Name**

This organization shall be known as the Summit Township Sportsman's Club. This Club was incorporated in Pennsylvania on September 19, 1969. The mailing address is Post Office Box 295, Butler, PA 16003-0295. The physical location is 501 Herman Road, Butler, PA 16002. The WEB address for the Club is **www.stsclub.org**

**Section Two: Purpose**

The object of this organization shall be to:

- Encourage our youth toward the enjoyment of Hunting and Fishing and other Outdoor Activities.
- Promote friendship and sportsmanship.
- Conserve our wildlife, fish and natural resources.
- Vigorously fight for our right to bear arms.
- Vigorously oppose anti-hunting and anti-trapping movements.

**Article II  
Membership**

**Section One: Regular Members**

A regular member shall be eighteen (18) years of age or older and whose interests correspond with these By-Laws.

**Section Two: New Applicant Rules**

New applicants, application fees and annual dues must be submitted to the President at a regular meeting. Applications will be accepted after the March Membership Meeting and will continue until the cap of 600 is met. Voting shall be by show of hands and 1/3 of the majority voting "NO" will reject the applicant. In the event the applicant is rejected, the application fee and annual dues will be refunded.

**Section Three: New Member Application Fee**

A fee may be set by the Officers and Directors at any time, subject to the approval by a straight majority vote of the members, and may be subsequently changed as becomes necessary for the good of the Club. Partial payment of application fees shall not be accepted unless authorized by the Officers and Directors. This is a one-time fee and is in addition to the regular dues.

**Section Four: Dues**

The Officers and Directors shall specify the annual dues and then those dues shall be approved by a majority vote of the members attending the meeting of the vote. Partial payment of dues shall not be accepted unless authorized by the Officers and Directors.

Members sixty-five (65) or older with a minimum of ten (10) years of consecutive membership can purchase a lifetime membership for the one time cost of the current dues.

Any member joining after November will receive a membership card for the following year.

Any member may resign their membership at any time, but no dues or application fees will be refunded.

## **Article II (Continued)**

### **Section Four (Continued)**

Dues are due before January 1 for the next calendar year (there is a courtesy grace period until the February Membership meeting). If dues are not paid prior to or at the February Membership meeting, all keys must be returned to a Club officer. Following the February meeting, the person is dropped from the membership role and forfeits all membership rights. The person must then reapply as a new member (see section three).

At the discretion of the Board, membership dues may be waived on a year to year basis for valid causes such as extremely poor health, severe financial problems, active military duty, etc. Such waiver is for one year only and must be reconsidered annually.

### **Section Five: Fund-raising**

All Club Members shall be given one chance in each of the Club's annual fund-raising activities. In most fund-raising activities the Member's Membership Number shall be used for the Club's fund-raising drawings. For any New Member joining the Club after any Club fund-raising activity has commenced and the fund-raiser has not sold out, the Club's Board of Directors shall determine whether the New Member shall use their Membership Number or use a new number for that fund-raising activity. For any New Member joining the Club after a fund-raising activity has sold out or occurred, then that New Member will have missed the opportunity to participate in that fund-raising activity. The Board of Directors shall review with the Members at a Member's Meeting the number of the annual fund-raising activities to be held and how the winners shall be determined. All Club Life-Members shall be excluded from receiving these chances. This section shall not apply to the fund-raising activities by the Club's Subordinates (ie Pistol, Trap, Archery or any new Subordinate).

### **Section Six: Membership Cap**

Membership of the organization shall be limited to 600 members, except that this number shall not include lifetime members.

### **Section Seven: Locks and Keys**

The annual cost of the key issued to Members for entrance and exit to the Club shall be included with and billed to the Members with their annual Dues Statement. The annual cost of the key to a Member shall be determined by the Board of Directors prior to the annual Dues Statements being mailed to the Members.

Locks at gates and buildings will be changed on or about the week after the February meeting.

Any member loaning a key to a non-member or duplicating keys without the Board's approval will be immediately expelled from the Club.

Annually, all subordinate units shall provide to the Officers and Board of Directors at the regular meeting a complete access log regarding the use of all keys for the Club premises.

## **Article II (Continued)**

### **Section Eight: Disciplinary Action**

Any member who by his conduct violates the object of this organization, its By-Laws or its Rules and Regulations, may be suspended or expelled from membership by a two-thirds (2/3) vote of the Officers and Board of Directors. Two weeks' notice by regular mail to the member's last address on record shall be given by the Secretary to said member. Said notice shall include a copy of the charges. He/she may appear and be heard to present his/her own defense. The failure of the member to appear will generally be cause enough for suspension or expulsion. The terms of said suspension or expulsion are to be determined by the Officers and Directors. Any member caught abusing the grounds or buildings shall have their keys revoked and/or face disciplinary action and possible prosecution, which could include loss of other privileges and membership. Also, a member shall be liable for monetary damages regarding the abuse and damage incurred.

Any member caught target shooting in other than designated areas or consuming alcoholic beverages and/or prohibited drugs while on the ranges may be expelled from membership by a majority vote of the officers (see Range Rules article).

Any charge against an officer or member must be made in writing and signed by the party or parties making the charges or they will not be considered.

### **Section Nine: Memorial**

The Club will make a charitable donation of fifty dollars (\$50) as a memorial for a deceased member.

## **Article III Meetings**

### **Section One: General Meeting - Quorum**

A general meeting will be held the second Thursday of each month. Fifteen (15) members, including officers and directors, shall be a quorum. Special meetings may be called by the President. Members will be notified as determined by the President and Board of Directors.

### **Section Two: Officers Meeting**

Officers meetings will be conducted the first Thursday of each month. Special meetings of the officers may be called at the discretion of the President.

### **Section Three: Order Of Business**

Meeting to be run as per Robert's Rules of Order

- A. Call to Order
- B. Pledge Of Allegiance
- C. Roll Call of Officers
- D. New Membership Applications and Voting Process
- E. Minutes of Last Meeting
- F. Outstanding Bills
- G. Reports - Treasurer, Delegates, and Committees, etc.
- H. Unfinished Business
- I. New Business
- J. Correspondence
- K. Remarks of the President
- L. Member Comments and Announcements
- M. Adjournment

## **Article III (Continued)**

### **Section Four: Question of Order**

The President shall have the right to decide all questions of order. No member shall be recognized by the chair unless said member rises to his feet and addresses the chair.

## **Article IV Officers**

### **Section One: Nomination and Election of Officers**

Nomination of all officers will be made at the October and November meetings. A nominee may seek only one (1) office regardless of the number of offices to which he/she is nominated. To be eligible for nomination the nominee must have attended at least five (5) of the previous year's meetings and consent to said nomination. Election of all officers shall be held at the December meeting.

The new officers shall assume the duties of their respected offices at the January Officers meeting. In the event a member cannot attend the December meeting, an absentee ballot is to be made available to the member by the Recording Secretary. Said ballot must be signed by the member and returned to the Recording Secretary before the December meeting.

### **Section Two: Officers**

President - One (1) year term.

Vice-President - One (1) year term.

Membership Secretary - Two (2) year term (to be elected in odd numbered years and serve the following 2 years).

Recording Secretary - Two (2) year term (to be elected in even numbered years and serve the following 2 years).

Treasurer - Two (2) year term (To be elected in odd numbered years and serve the following 2 years).

Directors- Two (2) year terms - Six (6) to be elected - three each year.

Sergeant-At-Arms - selected by officer in charge of the meeting.

### **Section Three: Nomination for President**

Candidates for the office of President must have been a member for at least two (2) years and have served in one other office.

### **Section Four: Vacant Offices**

When an office becomes vacant for any reason during the term to which an officer was elected, the vacancy shall be filled by a 2/3 majority vote of the membership present at the next regular meeting. The Club officers and directors shall be responsible for nominations prior to the meeting.

### **Section Five: Subordinate Unit**

If a subordinate unit does not have an officer or director elected at the December meeting, the Board shall appoint a member of that subordinate unit to be a contributing but non-voting consultant to the Officers and Directors at Board Meetings. The Board shall appoint this subordinate unit member.

## **Article V**

### **Section One: Duties of the Officers and Directors**

The **President** shall preside at all general and special meetings, officers meetings and attend any committee meeting. The **Vice-President** shall assist the President and shall perform the duties of the President in his/her absence.

The **Recording Secretary** shall keep a record of all the meetings, notify the membership of forthcoming meetings, handle Club correspondence and is in charge of duties of election of officers, including absentee ballots. The Recording Secretary will preside over the nominations, which take place at the October and November Membership meetings.

The **Treasurer** shall sign all checks, have custody of the cash, books and accounts. He/she shall present a written monthly statement and an itemized report of all moneys spent since the last regular meeting. He/she shall report on the condition of finances of the organization at each meeting and shall be responsible for all money belonging to the Club. All financial records may be audited on a yearly basis by a committee appointed by the President and headed by a Director.

The **Membership Secretary** accepts all applications, issues membership cards and keeps Club roster up to date and in order.

The **Directors** shall advise and assist the officers and assume other responsibilities as designated by the President. In the event the President and the Vice-President are unavailable to conduct the meeting, the Directors will designate an officer to conduct the meeting. A Director or Officer shall chair and form all committees and give a report on such at the regular Club meeting each month.

Any Officer or Director who misses two (2) consecutive general meetings without an excuse could be removed from office. If an Officer or Director misses four (4) consecutive meetings (general or officers) even with an excuse, he/she could be removed from office.

### **Section Two: Duties of Committee Chairman**

A Director or Officer shall chair each committee. A committee chairperson shall call meetings of his/her committee at his/her discretion. A record of the meeting shall be kept. The chairperson or his/her representative shall give a report at each general meeting.

### **Section Three: Committees (As Needed)**

- A. Building and Groundskeeping
- B. Newsletter / WEB Site
- C. Fundraising
- D. Officers Installation Dinner
- E. Promotions – Caps, Jackets, Etc.
- F. Ranges
- G. Entertainment
- H. Auditing
- I. Work Days and Roads (Adopt A Highway Program)
- J. Public Relations
- K. Investments and Improvements
- L. Membership
- M. Rentals and Janitors
- N. Buck Pool

**Article VI  
Guests and Parties**

**Section One:           Guests**

Regular members are permitted guests on the property twice per year only.

**Section Two:           Conduct**

Members renting the hall shall be held responsible for their conduct and the conduct of their guests. Littering, under-age drinking, using prohibited drugs and damage to the physical property or grounds WILL NOT BE TOLERATED. All guests shall abide by all Club rules and regulations

**Article VII  
Organizing Subordinate Club Units**

**Section One:**

Any group of members who wish to organize and operate as a subordinate unit with separate by-laws and/or officers and who use any Club owned or leased property or facilities whatsoever, including ranges, lakes or equipment, etc., will be part of and under full and complete control of the Officers of the Summit Township Sportsman's Club. The President and Treasurer of Summit Township Sportsman's Club shall be a signer on all financial accounts.

All subordinate units shall provide a current list of officers and phone numbers to the Officers and Board of Directors of Summit Township Sportsman's Club.

**Section Two:**

Any proposal to organize a subordinate unit as described in **Article VII, Section One**, must first be approved by the Summit Township Sportsman's Club Officers and Board of Directors at the next officers meeting. The Officers and Board of Directors shall make recommendations, set up regulations, approve dues and fees, adjust and approve proposed by-laws and approve the name by which the unit shall operate. Upon fulfillment of all requirements, final approval will be given to organize.

**Section Three:**

Any person who wishes to become an officer or member of any subordinate unit must first hold a current membership in the Summit Township Sportsman's Club. Proof of this membership must be shown before the unit membership is issued.

**Section Four:**

All books and records including financial and Treasurer's records of the subordinate unit shall be kept in conformity with those of the Summit Township Sportsman's Club.

A bank statement and receipt for moneys spent shall be turned into the treasurer on a monthly basis.

The President and Treasurer of Summit Township Sportsman's Club shall be a signer on all financial accounts.

**Section Five:**

Any subordinate unit of the Summit Township Sportsman's Club must submit to a semi-annual audit, its books and treasury records. These books and treasury records must also be submitted at any other time upon request by the President or the Board of Officers and Directors. All sub-units are requested to turn in a list of Officers annually to the present Club Recording Secretary.

**Section Six:**

Minutes of all meetings of the subordinate unit must be kept and made available to the President or Officers and Board of Directors at any time for their Inspection.

## **Article VII (Continued)**

### **Section Seven:**

Any property and/or moneys accumulated by any subordinate unit shall be the property and monies of the Summit Township Sportsman's Club. With the exception that moneys may be used by the unit for usual and normal operations not exceeding the sum of \$400.00. Any sum over \$400.00, approval must be obtained from the Officers and Board of Directors of Summit Township Sportsman's Club.

### **Section Eight:**

In the event of dissolution of any subordinate unit either by the membership of the Summit Township Sportsman's Club or by the vote of the unit itself, all books, records, property and moneys accumulated by the unit shall immediately be turned over to the Summit Township Sportsman's Club members for use or disposal.

### **Section Nine:**

The Officers and Board of Directors of the Summit Township Sportsman's Club reserves the right to dissolve or abolish any/or all such subordinate units at any time they deem it to be in the best interest of the Summit Township Sportsman's Club.

## **Article VIII Safety Rules, Ground Rules and Privileges of Members**

### **Section One:**

The Officers and Board of Directors shall compile a complete list of Safety and Ground Rules and Privileges for Members using Club owned or leased facilities either on the grounds or anywhere Club owned or leased facilities exists.

### **Section Two:**

The listing of Rules and Privilege shall be included in the by-laws and be posted and made available to all members for their information at the locations to which said list pertains and/or at the main buildings.

### **Section Three:**

Said lists shall be kept current and up to date and any changes or revisions to the Rules and Privilege as required from time to time shall be changed on said lists immediately after being formally adopted by the Officers and Board of Directors.

### **Section Four:**

Indoor ranges shall be used on designated days and hours only.

## **Article IX Miscellaneous**

### **Section One:           Dissolution**

When it should be decided by a ninety (90) percent vote of the entire membership that this Club should be dissolved, assets may be liquidated sufficient to pay all debts owed by the Club and remaining assets will be distributed to another like-cause exempt organization. The recipient organization(s) will be determined by voting membership at the time of dissolution.

### **Section Two:           Amendments to the By-Laws**

These by-laws may be amended only after review by the Officers and Directors, then presented at the next regular meeting to be approved by a two-thirds (2/3) vote of the regular membership present. These by-laws shall be reviewed at a minimum of six (6) months and a maximum of twenty-four (24) months. If as a result of the report to the membership by the Officers and Board of Directors any changes in the by-laws are desired, a follow-up meeting of the Officers and Board of Directors is permitted provided that the final report is made at the next regular meeting following the original report.

### **Section Three:**

A new issue, one not covered by these by-laws, can be resolved by majority rule at regular Club meetings in order to implement regulations for immediate needs. The issue must be presented for adoption into the by-laws at the first opportunity.

The Officers and Board of Directors have the final vote in all matters and dissolutions.

### **Section Four:**

The President may expend the monies of the Club for health, safety and emergency maintenance issues. The President may use his discretion to spend the monies of the Club for non-health, non-safety or non-emergency maintenance issues up to the sum of \$500.00. Any sum over \$500.00 and up to \$2,500.00 for non-health, non-safety or non-emergency maintenance issues must first obtain the approval of the Officers and Board of Directors of the Club. Any sum over \$2,500.00 for non-health, non-safety or non-emergency maintenance issues must first obtain the approval from the majority of the Club membership at a meeting of a quorum of the members. Fund raisers and related expenses shall be excluded from the above dollar limitations and must be approved by the Officers and Board of Directors.

### **Section Five:**

The Club shall not be used for any member's personal gain except where the Officers and Board of Directors have reviewed and approved said request.

## **OUTDOOR RANGE RULES – Rifle, Pistol and Trap**

1. Absolutely NO alcoholic beverages are permitted on the range. No one under the influence of any alcohol and/or prohibited drugs is permitted use of the range.
2. Orange flag must be up.
3. NO FULL METAL JACKETS (in any rifle).
4. NO loaded firearms on range (that means outside shooting line).
5. When checking targets, guns must be open and safe.
6. Paper targets only (Except Trap League).
7. NO cross-firing on range (do not cross from one firing line to another).
8. Pick up your brass.
9. Clean up your targets (do not rely on someone else).
10. October, November & December - MEMBERS ONLY! (Excluding Club Trap League events) (Except immediate family).
11. Range closed All Tuesdays at 4:00 pm for the Trap League, when the Archers 3-D Shoots are active, when mowing is conducted or otherwise announced.
12. You must present your card when asked.
13. Shoot at proper yardage areas only (e.g. 100 yard bench --100 yard target).
14. NO shooting before 9:00 am. On Sundays not before noon.
15. NO shooting after sunset (Except Trap League).
16. NO random firing or firing at the ground.
17. When not in the firing line, gun must be in holster, case or rack.
18. When three or more are on the firing line, the group appoints a range officer.
19. When rifle range flag is up, clay target range is closed.
20. When clay target flag is up, rifle range is closed.
21. When using the 300 yard target, the gate at the trap range must be closed and the red strobe light turned on (the switch is at the top of the trap range stairs).
22. All ranges are on a First Come First Serve basis. Respect other Members and Guests.

NOTE: Violation of these rules will mean a three to six month suspension.

Repeat violations will not be tolerated.

Any questions or comments should be made to an Officer or Director in writing.

## **INDOOR RANGE RULES**

1. If you have been drinking and/or using prohibited drugs, please do Not ask to shoot.
2. Range Master has full power to ask you to leave the premises.
3. All guns must be kept in cases or holsters and left on the table.
4. They are not to be carried on your person while waiting for your shoot.
5. **NO MAGNUMS - LEAD BULLETS AND AMMUNITION APPROVED BY THE BOARD OF DIRECTORS ONLY!!!!**
6. No manipulating or loading/unloading of guns, except on the line.
7. Keep vocal noise level to a minimum.
8. When on the line tables, all actions must be open, all magazines removed and guns must be placed on the table pointing down range with the "Open Bolt Indicator" inserted.
9. If your gun malfunctions, place it on the table and contact range officer **DO NOT ATTEMPT TO CLEAR IT.**
10. If gun must be worked on, check with range master.
11. When whistle blows, put your safety on, lay gun down pointing down range, move back behind the RED line.
12. When range is busy - Shoot three relays and let the next person shoot three relays.
13. Any questions contact an Officer or Director.

## **POND RULES**

1. Members and Guests Only.
2. PA fishing license and rules.
3. Catch and release.
4. NO Boats  
NO Swimming  
NO Ice Skating  
NO Ice Fishing
5. Fishing hours (sunrise to sunset).
6. All youths under 18 must be with Parent or Guardian.
7. Please put ALL trash in cans provided.
8. NO firearms.

NOTE: Violation of these rules will mean a three to six month suspension.  
Repeat violations will not be tolerated.